Nursing Programs
Student Handbook

- Practical Nursing
- Nursing Assistant
- Phlebotomy

2018 - 2019
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Introduction

Welcome to the Nursing Programs at Green River College!

This Nursing Programs Student Handbook was developed by the faculty to ease your transition into your chosen program and to assist you in achieving your academic goals.

Each nursing program provides you the opportunity to learn specific knowledge and skills. It is important to know the policies, procedures, and guidelines to help govern and facilitate your education, both found in the Green River College Student Code of Conduct Link to: GRC Student Code of Conduct and this Nursing Programs Student Handbook.

We look forward to working with you as you complete your nursing program!
Campus-Wide Information

Campus –Wide Mission & Vision

MISSION: The mission of Green River College is to:
Ensure student success through comprehensive educational programs and support services responsive to our diverse communities.

VISION: The vision for Green River College for 2020 is:
To be ranked among the very best in student completion and success and be an invaluable partner and asset with robust and diverse revenue streams.

Visit the Green River College website for more information on the Campus Wide Mission and Vision at: GRC Mission and Vision

Campus-Wide Learning Outcomes
Green River College is committed to the continuous improvement of teaching and learning. To this end, the faculty generated and defined four Campus-wide Learning Outcomes. These are outcomes that should be addressed in a variety of classes within a student’s degree or program of study, allowing the student repeated practice with each outcome as he or she moves through a degree or program of study.

All students completing a degree will be exposed to and are expected to demonstrate proficiency with the four campus-wide outcomes: Written Communication, Critical Thinking, Responsibility, and Quantitative and Symbolic Reasoning.

OUTCOME DEFINITIONS
Written Communication
Written Communication encompasses all the abilities necessary for effective expression of thoughts, feelings, and ideas in written form.

Critical Thinking
Critical thinking finds expression in all disciplines and everyday life. It is characterized by an ability to reflect upon thinking patterns, including the role of emotions on thoughts, and to rigorously assess the quality of thought through its work products. Critical thinkers routinely evaluate thinking processes and alter them, as necessary, to facilitate an improvement in their thinking and potentially foster certain dispositions or intellectual traits over time.

Responsibility
Responsibility encompasses those behaviors and dispositions necessary for students to be effective members of a community. This outcome is designed to help students recognize the value of a commitment to those responsibilities which will enable them to work successfully individually and with others.
Quantitative & Symbolic Reasoning
Quantitative Reasoning encompasses abilities necessary for a student to become literate in today’s technological world. Quantitative reasoning begins with basic skills and extends to problem solving.

Visit the Green River College website for more information at: Campus Wide Learning Outcomes
Student Rights & Responsibilities

**Student Code of Conduct:** Judicial Programs maintains and administers the Student Code of Conduct for Green River College. The Student Code of Conduct is comprised of Washington Administrative Codes outlining the rights and responsibilities of students attending Green River College.

Visit the Green River College website to see detailed information regarding Student Right/Responsibilities/Definitions, Rules of Student Conduct, Academic Rights/Responsibilities, and Disciplinary/Grievance Procedures at: Student Judicial Programs

**Academic Honesty:** For detailed information regarding student responsibility, go to: Academic Honesty

**Disability Support Services:** works with qualified students with disabilities in a confidential, respectful, and safe environment to identify and develop reasonable classroom accommodations; to ensure equal opportunity and access of academic and professional goals; and to promote an accessible where students with disabilities have equal opportunity to participate in college programs and activities.

To receive this information in an alternative format, please contact DSS at 253.833.9111, (ext. 2631) or TDD 253.288.3359.

**SA-19: Personal Violence, Harassment, and Sexual Assault Policy and Procedure:**

Green River Community College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State’s Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Green River Community College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College’s appropriate Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the president’s office for referral to an alternate designee.

For student to student issues: Name: Deborah Casey
The Title IX Coordinator or designee for student to student issues:

- Will accept all complaints and referrals from College students.
- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period.
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- Will issue written findings and recommendations upon completion of an investigation.
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available. Hardcopies of the complaint form are available at the following locations on campus: in Student Affairs, Human Resources, and Campus Safety.
Campus Contacts & Resources

**Campus Bookstore:** The Paper Tree Bookstore provides the necessary books and supplies to meet your academic needs. We also offer a variety of products and services, such as faxes, movie rentals, UPS delivery, special orders, educational software, ID cards, gift cards, balloon bouquets, and more.

Because the bookstore is institutionally owned and all the profits remain on campus, supporting the bookstore helps the campus. We look forward to helping you meet your academic goals. The PaperTree Bookstore is located at the Green River Main Campus, on the first floor of the Mel Lindbloom Student Union. Visit the Paper Tree Bookstore website for more information at: [Paper Tree Bookstore](#).

**Campus Safety:** Green River is always vigilant about providing its students with a safe and secure campus setting. The Campus Safety Office patrols and provides campus safety support for the campus during day and evening classes. Campus Safety also issue parking permits to students, faculty and staff. For parking regulations, go to our Parking section. Visit the Campus Safety website for more information at: [Campus Safety](#).

Green River's Campus Safety Staff are contracted from Pierce County Security. Campus Safety office is open 24 hours a day, 7 days a week.

From a campus telephone, dial ext. 2250 or 3350.
From a campus pay phone, press the "security" button
From an off-campus pay phone, dial (253) 833-9111 ext. 2250 or 3350.

For questions regarding safety issues, please contact: Campus Safety Director at ext. 3350.

**TRiO Student Support Services:** at Green River College is a federally funded program that provides academic support services to eligible participants on a space available basis. If you are eligible we strongly encourage you to apply. Visit TRiO Student Support Services for more information at: [TRiO Student Support Services](#).

**Counseling and Health Services:** Counseling and Health Services (CHS) seeks to promote physical and psychological health of Green River College students and the campus to support student success. CHS provides short-term mental health counseling and self-care/wellness education to Green River students. Workshops and consultation services are offered for staff, faculty, and student organizations. Services are free and confidential. Visit Counseling and Health Services website for more information at: [Counseling and Health Services](#).

**Diversity, Equity, and Inclusion:** The Office of Diversity, Equity, & Inclusion is committed to the creation of a more welcoming, inclusive and supportive environment based on knowledge, acceptance and respect for all at Green River College. We work to promote intellectual discourse, leadership and social justice among students, staff, faculty and our surrounding communities. The Diversity, Equity, and Inclusion office is located in Mel Lindbloom Student Union, Campus Life Office 240. Visit the Office of Diversity, Equity, & Inclusion website for
more information at: Office of Diversity, Equity, & Inclusion or you may contact them at the following:
diversity@greenriver.edu
(253) 833-9111 ext. 2659

Public Speaking Center: Communication Studies Instructors will work with you one-on-one at the Public Speaking Center, to help improve your delivery technique and offer suggestions about the organization and development of your ideas. The Public Speaking Center is located in the Holman Library (HL, 150) and services are available to students, faculty, campus staff and alumni. Visit the GRC Public Speaking Center website for more information at: Public Speaking Center

Food Services: Green River Food services offers a variety of food options on campus for students, employees and visitors.
The Gator Grille: Located in the Mel Lindbloom Student Union, serves made-to-order sandwiches and grilled items, hot entrees, grab-n-go salads, and wide selection of snacks, along with a wide variety of bottled beverages and fresh hot coffee throughout the day.
The Gator Grind: Offers fresh baked snacks and coffees in two locations: the Mel Lindbloom Student Union or the Get Wired Cafe on the first floor of the Technology Center.
Vending machines are located throughout the Mel Lindbloom Student Union, outside of the PE Field House, and in the Technology Center.

Holman Library: Course assignments require frequent use of the Library. Visit the Green River College Academics website for more information at: Holman Library

Writing Center: The Writing Center, located in Rutkowski Learning Center (RLC 173) offers one-on-one consulting services for students at all stages of the writing process. Whether you have a question about grammar and usage or need help brainstorming ideas or focusing in essays - faculty and student tutors are there to help. There is no need to make an appointment, just drop by.

Though the Center cannot guarantee you error-free papers, they can help you to improve in the areas you choose to work on with a tutor, and make you feel more confident about your written work. Visit the Writing Center website for more Information at: The Writing Center

Student Organizations: Students wishing to participate in state or national organizations should contact that organization.
Nursing Program
National Student Nurses’ Association (NSNA)
American Nurses Association (ANA)
Green River College Nursing Club

For further student services and activities, see the Green River College Catalog and Green River College Student Affairs
Financial Aid & Scholarships

Green River’s Federal School Code: 003780

Financial Aid is available in 3 forms:
• Gift Aid – grants and scholarships
• Employment – jobs on or off campus
• Loans – low interest with deferred repayment

Financial aid awards are processed throughout the year in the order that files are completed, so it is best to apply as early as possible to receive the funding that is still available. Late applications are less likely to have their award notices completed prior to the start of the quarter.

The financial aid office is located in the Student Affairs and Success Building, SA-231. For more information, visit the Financial Aid website at Financial Aid

Scholarships: Green River awards a number of scholarships each year to assist students in meeting their educational expenses. Check with your advisor or a financial aid counselor to get more details about applying for these scholarships and to find out about deadlines.

Foundation Scholarships: Green River College Foundation is located in the Administration Building (room AD-2) at Green River College. Green River College Foundation Scholarships are awarded based on many different criteria that can be grouped into the following categories:
• Need Based Scholarships
• Program Based Scholarships
• Merit Based Scholarships
• General Scholarships
• Summer Completion Scholarships
• Transfer Scholarships
Nursing Programs Policies / Standards

Clinical Placement Policy

**Purpose:** Identify and maintain requirements for participation in lab/clinical placement.

**Overview:** All Health Science students must comply with the requirements of the Clinical Placement Passport (see appendices) relating to:
- Immunizations and titers
- Drug screening
- Criminal background checks
- Professional Liability Insurance
- CPR certificate requirements
- Vehicle insurance and other requirements as applicable

All completed clinical requirements will be due by the **deadline established in the application guidelines**.

Students will **not be allowed** to participate in lab/clinical programs without documentation of completed Clinical Placement Passport. Inability to participate in lab/clinical programs will result in inability to progress in the program

**Scope:** All current and potential Green River College Nursing Programs students.

**Policy/Procedure:** It is the student’s responsibility to provide record of compliance with all Clinical Passport Requirements including additional requirements if applicable

**Immunizations and Titers:** If any of your immunizations will expire in the middle of a quarter/semester, you will be required to have up-to-date immunizations before beginning the term.

Copies of original immunization records must be submitted to your academic program. Records are to be kept by the student and will be kept at the academic institution. Random audits are regularly conducted by healthcare institutions. **All documentation must meet requirements at all times during clinical course. All documents must be dated and signed by a qualified health practitioner and include mm/dd/yyyy.**

**Drug Screening:** In accordance with clinical placement requirements, all students are subject to routine drug testing prior to participating in lab experiences. Students are responsible for all costs associated with the drug screening. Students will provide documentation of drug screen. If a screen comes back positive due to prescription medications or other medical reasons, a medical review must be conducted at the student’s expense and provided to the testing laboratory. The lab will then provide a revised result which must be provided to your academic program.

Additionally, students in all Health Science programs are subject to drug screening for cause if the student exhibits behavior or a pattern of behavior that may indicate the student may be using
drugs. Such a student will be informed of the request for a drug screening test and will be given both written and verbal instructions including a deadline for the test at that time.

A positive drug screen result or failure to comply with the instructions for the test may result in the student's immediate removal from the Health Science clinical program in which he or she is enrolled. Such students may not be eligible to reapply to the program.

**Criminal Background Checks:** In accordance with the policies of the lab/clinical facilities with which the College affiliates for student lab learning experiences, as well as other state and federal regulations, all students will have completed a criminal background check (RCW 43.43.830 and RCW 43.43.842). This policy is intended to ensure that any criminal convictions in the student's past are of such an age or nature that they will not interfere with the student's ability to participate at all lab sites. See Secretary's List of Crimes and Negative Actions for crimes that would prevent licensure or certification.

In the event that convictions that were not uncovered during the background check are proved to have occurred, and those convictions are of such an age or nature that they preclude the student from participating at all lab sites, the student will be advised of such and unable to progress in the lab/clinical courses.

**Criminal Convictions:** A student convicted of a criminal offense while enrolled in a clinical lab program must report the conviction to the department coordinator/director within five days of the conviction. The term conviction for these purposes includes probated sentences and deferred adjudications. Such convictions are likely to render the student unable to participate at any lab/clinical site, in which case the student will be removed from the lab in which he/she is enrolled.

**Fingerprinting:** Fingerprinting may be required for some clinical placements per specific facility procedure and may be at the expense of the student.

**Insurance:** Students are required to carry liability insurance in the amount of $1,000,000/3,000,000 in order to participate in lab/clinical programs. Proof of policy purchase must be provided to your program of participation. Insurance can be purchased at the Cashier's Office located in the Mel Lindbloom Student Union (SU), Campus Life Office 240

**NOTE:** The Clinical Passport defines minimum requirement for clinical placement. Some facilities may have additional requirements the student is expected to meet. Alternative clinical placements will not be arranged.

Your chosen program of study may have additional specific requirements. Please refer to your program coordinator for further information.
Impaired Student Policy

**Purpose:** Ensure safety through established standards relating to student impairment.

**Overview:** Client safety is an overriding principle in the delivery of health care. For the healthcare professional to provide safe care, he/she must be able to make sound judgments. It is the policy of Green River College Health Sciences to adhere to all state and local regulations and The Joint Commission Policies, as well as the policies of the lab/clinical facilities with which the College affiliates for student lab learning experiences.

Thought processes and decision making can be adversely affected by excessive stress, sleep deprivation, poor mental and physical health, and the use of any drugs and/or alcohol. Impaired by the aforementioned factors, the healthcare professional can easily make unsafe decisions and, therefore, jeopardize client safety. The student will be subject to faculty review and possible dismissal from the program.

**Scope:** All current and potential Health Science students

**Policy/Procedure: Student Impairment**
Behaviors that suggest impairment of an individual’s ability to meet standards of performance, competency, and safety in the clinical setting include, but are not limited to, the following:

**Physical Impairment**
- Motor incapacity.
- Tremors.
- Unstable gait.
- Bumping into others or walls and furniture.
- Excessive use of breath mints, mouthwash.
- Smell of alcoholic breath

**Impaired Judgment**
- Poor clinical or social judgment/actions.
- Sloppy behavior.
- Poor charting with poor handwriting.
- An excessive number of mistakes.

**Mental or Emotional Impairment**
- Labile (unstable mood) with crying or yelling or louder voice than is normal for the situation.
- Slurred speech.
- Unusually quiet or irritable.
- Diminished alertness (perhaps appearing dazed or preoccupied).
- Confusion or frequent memory lapse.
- Defensiveness.
Disruptive Social Reaction
• Inappropriate verbal or emotional responses, i.e., anger or violence, threats, inappropriate laughing.
• Isolating self from peers.

Inconsistent Behavior Patterns
• Repeating self.
• Inconsistent or elaborate stories.
• Explanations for absences or mistakes.
• Frequent disappearances on unit.

Absenteeism
• Often late to report or clinical conference.
• Long lunch breaks.

Clinical instructors have the responsibility and authority to take immediate corrective action with regards to student conduct and performance in the clinical setting.

If a clinical instructor observes that the clinical performance of a student poses danger to the safety and well-being of self or others, the clinical instructor will escort the student out of the clinical area.

The clinical instructor will then notify a friend or family member, as provided by the student, or use the student’s emergency contact number to secure transportation home for the student. The family member will escort the student for an immediate drug screen at the students own expense.
Professional Behaviors Policy

**Purpose:** Establish and maintain standards of expected professional behavior from Green River Nursing students.

**Overview:** Students are expected to demonstrate professional behavior both in the classroom and in all clinical settings.

**Scope:** All current Green River College Nursing students.

**Policy/Procedure:** The student must abide by the standards of their designated program and the Uniform Disciplinary Act, including, but not limited to, ethical and moral behavior.

Students are representatives of Green River College and are obligated to function within the framework of the professional standards identified by their field and the Green River College Student Code of Conduct. Students who exhibit unacceptable behaviors will meet with their faculty and may receive a Learning Contract (see appendices) regarding the behavior which identifies actions that must be completed or corrected to remediate behavior.

There are behaviors that are serious enough to result in dismissal from Health Science programs without possibility of return. These include:
- Gross negligence with potential to or/that result in harm to client or family.
- Verbal threat of physical harm (assault).
- Physical violence (battery).
- Falsifying the medical record.
- HIPAA violation (breach of confidentiality).
- Carrying a weapon or illicit drugs/drug paraphernalia.
- Stealing from clinical site, college, or faculty.
- Failure to satisfactorily complete any student contract or re-entry probationary contract.
- Failure to comply or remediate any issues addressed by Health Science and/or program specific policies.

**Professional Code of Ethics:** Students are also representative of their profession. As such, students should be familiar with the codes of ethics of your profession and consider ways in which you will learn to integrate the principles into your practice. Please refer to the links below for your program specific information.

Electronic Device & Social Media Use Policy

**Purpose:** Establish and maintain standards for student use of social media/internet and electronic devices within the Green River College Health Science Programs.

**Overview:** Use of electronic devices is always at the discretion of the individual instructor. Individual instructors retain the right to permit or restrict the use of electronic devices during specific classroom or clinical lab sessions as announced in the class, syllabus and/or online web-enhanced system. The use of electronic devices is acceptable during classroom, clinical skills lab sessions and within the healthcare facilities during clinical experiences when used according to standards that protect individual and client rights.

Nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical/lab and didactic course activities must adhere to this policy. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Twitter, Facebook, YouTube, and MySpace. As students you are expected to represent Green River College and your program in a fair, accurate, and legal manner.

**Scope:** All Current Nursing Students

**Policy/Procedure:** **Electronic Devices**

**Personal cellular phones** must be placed on silent ode during classroom sessions. It is up to faculty preference if personal cell phones should be turned off during class.

**Text-messaging** during classroom and clinical skills and community lab sessions are not permitted.

**Laptop computers** may be permitted for the purpose of taking notes or completion of specific assignments during a classroom session only. (See course syllabi for individual specific class restrictions)

**Audio-Video recording devices** are permitted during classroom and clinical skills lab sessions under the following conditions:

Audio or video recording devices may **only be used after approval from instructor and all parties involved**.

All recording devices must be on the desk/table surface in full visibility of the instructor. Recording devices must be turned off during classroom breaks.
Recording devices must be turned off at the request of the instructor during class discussions when the instructor or a student shares a client-based or personal story that could be perceived as relating to HIPAA or FERPA issues.

The instructor reserves the right to restrict the use of recording devices during specific classroom or clinical lab sessions.

All recordings are for the personal use of the student. They may not be copied or downloaded to anyone that is not a member of the class.

Recordings may not be posted on any online site – website, blog, social networking page, etc. All recordings must be deleted after the content testing.

Recording devices are not permitted in the instructor’s offices or during office hours unless expressly permitted by the instructor for a specific purpose.

Students who violate the electronic device and social media use policy during classroom and campus skills lab sessions will lose the privilege of using these devices and may be dismissed from class and given an absence or may be placed on contract by the instructors.

**Healthcare Facilities/Lab/Clinical Environment:** The use of personal cellular phones or other wireless communication devices is not permitted in client care areas. In non-client care areas electronic communication must be used with discretion and a heightened awareness with regard to confidentiality and HIPAA protections.

**Personal cellular phones** must be turned to vibrate or silent.

**Wireless communication devices**, cell phones, or resource materials downloaded to a wireless device may only be used at facility approved designated areas (such as stations). Personal electronic devices may only be used on client care units with facility and instructor approval.

Electronic devices used for research purposes may only be used in non-client care areas.

Under no circumstances may a camera be operated within health care facilities without prior authorization of lab faculty and by appropriate healthcare facility personnel in accordance with facility policy.

**Social Media**
Protect confidential, sensitive, and proprietary information. Do not post confidential or proprietary information about Green River College, staff, students, clinical facilities, clients/clients, or others with whom one has contact in the role of a student.

Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the college. Do not use Green River College marks, such as logos and graphics, on personal social media sites. Do not use the college’s name to promote a product, cause, or political party or candidate.
Use of the college marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration.

HIPAA and FERPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.

You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

Monitor your comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace. You are responsible for regularly reviewing the terms of this policy.

Consequences: Violations of client/client/student privacy with an electronic device will be subject to HIPAA/FERPA procedures/guidelines and consequences.

Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

(Adopted from Purdue University School of Nursing Handbook 2012)
Academic Honesty & Plagiarism Policy

**Purpose:** Establish and maintain guidelines for Academic Honesty and Plagiarism

**Overview:** Plagiarism occurs when students knowingly submit someone else’s ideas or words as their own. Plagiarism is an act of intentional deception. Not only is this dishonest, but it also denies those students of the most important product of their education – the actual learning. If the instructor suspects that anyone has plagiarized, the student will be invited to a one-on-one conversation and will ask the student to show proof that the work in question is not copied. If found to have committed academic dishonesty, the student will fail that single assignment and may, depending on the seriousness of the offense, fail the course. In any case, the student might fail the class after a second incident of plagiarism.

The procedure for due process will be followed. It is the ethical responsibility of students to identify the conceptual sources of work submitted. Failure to identify sources is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

**WAC 132J-125-200 Plagiarism/cheating.**
(1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.
(2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline

**Scope:** All Green River Nursing Students

**Policy/Procedure:** Academic Honesty and Plagiarism
All written assignments will be checked with VeriCite anti-plagiarism software to assure compliance. Assignments should be submitted through Canvas using VeriCite. Students whose assignment is found by VeriCite to contain more than 15% from online / other student’s submissions will receive a zero for that assignment.

The first offense will result in the student earning a “0” on the assignment, and depending on the seriousness of the offense, the student may be referred to the Director of Nursing, the Dean of Health Sciences and Education, and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action.

The second offense will result in the student being dismissed from the program and referred to the Director of Nursing, the Dean of Health Sciences and Education, and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action (penalties range from a warning to college dismissal or revocation of admission and/or degree). For more information about the GRC judicial process visit: [Judical Programs](#)
Problem Grievance - Resolution Policy

**Purpose:** Establish and maintain guidelines for resolving problems and identify student grievance procedures.

**Overview:** In order to create an atmosphere conducive to learning, there should be a mutual respect between faculty and students. If a problem should arise, it can often be resolved by direct communication between the student and faculty member. If the problem remains unresolved, there are further steps for the student to take.

**Scope:** All Green River Nursing Students

**Policy/Procedure:** Resolving Student/Faculty Conflicts

**Step 1:** Schedule an appointment to speak with the specific instructor with whom the conflict is with, and express concerns. If the differences are resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 2. Similarly, if the instructor does not respond to your attempts to make contact after a reasonable time (2 to 3 business days), you may contact the Director of Nursing.

**Step 2:** Schedule an appointment with the Director of Nursing. The Director will investigate the issue and possible solutions. The Director will then discuss the possible solutions with the student. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 3.

**Step 3:** Schedule an appointment with the Division Chairperson to explore options for resolution. The division chair will, within 10 business days, call a meeting between the instructor and student to resolve the issue. If a meeting is not practical, the chair may seek other means of resolving the matter such as a phone call or email communication, but you should generally expect to attend a meeting that will include the division chair and your instructor.

The division chair's responsibility is to help find a resolution, not determine who is right or wrong. If the instructor involved in the complaint is the division chair, then the matter will be referred to another division chair, preferably one under the same Dean. Contact the office of the Dean over your instructor's division for a referral. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 4.

**Step 4:** If the complaint cannot be resolved by the two previous steps, or if 10 business days have passed from when the division chair was notified of the complaint, the complaint may be referred to the Dean of Health Sciences and Education either by you or the division chair. The Dean will meet with the faculty member, division chair and student to resolve the complaint within 10 business days of the complaint being referred to their office. The Dean may choose to meet with all of you at once or separately.

**Step 5:** If the previous steps have not come to a resolution, the complaint shall be directed to the Vice President of Instruction for final resolution.
(Student complaint process May 1 2017).

**Grievance Procedures** can be found under the Academic Rights/Responsibilities tab at: Judicial Programs
Attendance / Participation Policy

**Purpose:** To establish and maintain attendance and punctuality standards for Green River Nursing Program students.

**Overview:** The Nursing Program’s attendance policy requirements are based on the belief that a student can benefit from this program only if they attend regularly, actively participate in class/clinical learning activities, and are adequately prepared for learning experiences. Therefore, the student is expected to attend all classes and lab sessions.

All absences are to be communicated directly by the student prior to class by contacting the instructor. Any absences anticipated by the student are to be discussed with the instructor ahead of time.

Absences that are not communicated in this manner will be considered unexcused and are subject to disciplinary action including dismissal from the program. It is the student’s responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class.

A doctor’s clearance is required for all illnesses or health conditions that put the student or faculty, classmates, and/or clients at risk.

**Scope:** All Green River Nursing Students

**Policy/Procedure:**

**Tardiness:**

In **theory classes**, a student will be considered tardy if the student arrives after content instruction has begun. The student will need to wait until the next break to enter the class. Students who are tardy will not receive credit for participation and in-class assignments will receive late assignment point deduction.

In the **campus skills lab setting**, students who arrive late but within **10 minutes** of the stated start time of clinical will be considered tardy. They will be allowed to stay and participate in clinical. On the second incident of tardiness and with all future tardiness, the student will be considered absent and will not be allowed to stay and participate in lab.

**Absence:**

In **theory classes**, a student will be considered absent when:
- They do not come to class at all for the day;
- The student leaves class prior to the scheduled end of class without prior approval of the instructor.

In the **campus skills lab setting**, a student will be considered absent when:
- They do not come to clinical at all for the day;
- Arrive more than **10 minutes** after the stated start time of clinical;
- Leave clinical prior to the scheduled end of class without prior approval of the instructor.
Attendance for each lab group (such as when and where to check in) will be determined by the instructor for that group and given to the students at the beginning of each lab rotation. Students are expected to notify faculty before leaving the assigned unit.

Students will be verbally advised and counseled upon reaching absences totaling eight (8) hours from the program. Absences beyond twenty-four (24) hours from the program are cause for being withheld from progressing in the program. Extenuating circumstances such as hospitalization, extended illness under the care of a physician, or a death in the immediate family will be reviewed by faculty.

Absences without notification to faculty prior to start time of lab may result in being withheld from progressing in the program.

The student is required to attend classes both on campus and off. If the student is unable to attend classroom classes, a voice message and email is required to be left on the full-time faculty Voice Mail prior to start time for class; if unable to attend the lab, and email and a message on your lab faculty phone is required prior to start time for lab. Students who are absent will not receive credit for participation and in-class assignments will receive late assignment point deduction.

Faculty strongly encourages students enrolled in the nursing program to take vacations on the designated quarterly breaks. Any lapses in attendance are detrimental to student success.

Doctor’s Clearance/Return to Program after Absence:
Students must have on file a note from their physician stating that they are physically able to participate fully without restrictions or limitations in the lab courses following an illness, injury, surgical procedure or during pregnancy and the post-partum period. Students who are pregnant must submit a letter from their physician that includes specific limitations or restrictions as well as a statement defining clinical activities allowed. Letters from physicians regarding student illness or injury must include specific limitations or restrictions as well as a statement defining clinical activities allowed.

Any exclusion must be followed up by a written release from the student’s physician before returning to the program. In all cases, students must be able to meet the objectives of the course when being permitted to remain in the program. Full participation is necessary to meet the objectives of the program and to allow adequate evaluation of the student’s achievement of the objectives; therefore, limited assignments are not provided. It may be necessary for a student to withdraw from the program and return (space available) when the physical restrictions or limitations are lifted.

Students concealing an illness or injury are jeopardizing client safety and their own safety. A student found to have concealed an illness or injury will be subject to faculty review and possible permanent dismissal from the program.
Any absences without notification to faculty will result in being withheld from progressing from the program.
Safety & Technical Standards Policy

**Purpose:** To validate the nursing student’s ability to meet cognitive, affective and psychomotor requirements of the curriculum.

**Scope:** All current and potential Green River Nursing Program students

**Policy/Procedure:** Students shall possess the ability to perform essential functions skills so that he/she can provide care and treatment for their clients or clients. Students must continually meet safety and technical standards throughout the program. Students who are no longer able to meet the standards MUST notify the Director of Nursing immediately or face dismissal from the nursing program.

**Essential Physical/Neurological Functions**

- **Standing and Walking:** Standing and walking is required for 8-40 hours per week.
- **Sitting:** The student may be required to sit to receive or to give oral reports, breaks, conferences and classes.
- **Lifting:** The student is required to lift medical supplies, equipment, and other treatment items up to ten pounds. The student may need to lift CPR equipment that weighs up to forty pounds. The student must have, within reasonable limits, the ability to lift clients, transfer clients in and out of bed and on and off a commode, and to assist others with client lifts and transfers. Clients may have various weights and the student must have the ability to assist in their transfers and lifts. Skilled nursing care requires touching the client and having them touch your upper body when assisting them up, out, and back into bed.
- **Carrying:** The student may be required to carry equipment that weighs up to forty pounds.
- **Pushing and Pulling:** The student may be expected to push and pull equipment that includes monitors, wheelchairs, gurneys, client room furniture. The student may be expected to pull the client up in bed.
- **Climbing:** The student may be required to climb a footstool, as well as climb stairs.
- **Reaching:** The student may be required to reach above his/her head, i.e., to add irrigation solution or to add an additional IV solution.
- **Squatting and Kneeling:** The student may be required to squat or kneel, i.e., to do foot assessment/care for the client.
- **Using your Feet:** The students may be required to use foot controls on beds, gurneys, and other special equipment.
- **Driving:** The student is responsible for their own transportation. Some of our clinical lab sites may not be within a convenient bus route.

**Fine Motor Skills:** The student must have fine motor skills for tasks such as administering injections, sterile insertion of catheters, needles and eye drops and wound irrigations. The student must be able to assess the client through palpation with fingers and hand. The student must be able to distinguish between hot and cold and able to feel vibrations. The repetitive motion of hands and fingers is required for typing and writing related to chart entry/documentation.
**Sensory/Observation:**
- **Sound:** The student must have hearing/hearing aid accommodation in order to perform physical assessment with a stethoscope for bowel tones, heart and lungs sounds. The student must be able to hear a frail, weak voice of an elderly person call out for help. The student must be able to communicate over the intercom and phone.
- **Sight:** The student must have visual acuity within normal accommodated limits for monitoring equipment, reading computer charts, preparing medications for injections, and detecting changes in the color of lips, and nail bed coloring.
- **Depth Perception:** The student is required to have depth perception for administering injections, sterile insertion of needles, catheters.
- **Smell:** The student must have a normal sense of smell to detect odors indicating unsafe conditions or changing client status.

**Communication:** The students must be able to effectively communicate in English (oral and written) forms. The student must be able to process client information and communicate it effectively to other members of the healthcare team. The student must be able to communicate effectively in oral and written form with the client and their friends and families. The student’s ability to communicate also includes the ability to recognize when to consult with their faculty member in a timely manner as it relates to the client safety and welfare.

**Cognitive:** A student must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of college-level nursing. The student must be able to read quickly and to comprehend directions as they analyze, evaluate, and to apply information and to engage in critical thinking in the classroom and in the lab setting.

**Behavioral/Emotional:** The student must have the emotional health required for the full utilization of his/her intellectual abilities, to exercise good judgment, and to promptly complete all responsibilities that accompany safe client care. The student must be able to work with all disciplines on the care team. The student must abide by the professional standards as identified by Nursing Student Handbook. A student must not pose harm to the clients or other healthcare team members.
Practical Nursing Program

Nursing Program Mission & Philosophy

MISSION: The mission of the Green River College Nursing Program is to provide quality education to prepare students as safe, competent practitioners within our diverse healthcare community. Graduates of the Green River College Nursing Program will be qualified candidates for the successful completion of the NCLEX and prepared for advancement in continuing healthcare education.

The Program of Nursing is an integral part of the Green River College and agrees with the Green River mission statement, goals, and philosophy.

PHILOSOPHY: The nursing faculty values all members of the collaborative healthcare delivery team. The faculty believes in preparing all students to be safe, quality, and competent practitioners within each level of nursing practice and within their scope of practice.

Philosophy of Education: Nursing education is a collaborative process which values the individuality of each student. Adult learning principles are more effectively applied when the student is actively engaged in his or her learning. The faculty promotes critical thinking regarding related concepts throughout the nursing process and the evaluation is based on the satisfactory performance of the individual course criteria.
Nursing Program Outcome Objectives

Upon successful completion of the Practical Nursing program at Green River College the student will be able to:

- Provide safe, quality, evidence-based, innovative client-centered nursing care to diverse clients across the life span.
- Engage in clinical judgement that integrates evidence, nursing, physical and psychosocial science, to ensure healthcare quality and safety, and make client/relationship centered care decisions within the scope of practice of the practical nurse.
- Participate in collaboration and teamwork with the inter-professional team, the client, and the client’s support persons to provide and improve client care and communication.
- Integrate quality improvement activities and advocacy skills to enhance client care.
- Utilize quality improvement activities and advocacy skills to enhance client care.
- Incorporate legal and ethical guidelines with the scope of practice of a practical nurse to enhance client care and professional development.

Practical Nursing Courses

The nursing program at Green River College consists of separate yet complementary parts.

The theory portion of the program is taught in the classroom utilizing a variety of teaching methods to facilitate the transmission of nursing knowledge from the medical, surgical, obstetrical, pediatric, and psychiatric arenas to the beginning nursing student. Teaching occurs from simple to complex as each course builds from a foundation to a holistic product.

The Community Laboratory has two components. The campus skills laboratory component simulates healthcare settings that will enhance nursing skills utilized to deliver care to clients in actual healthcare facilities. The clinical laboratory component consists of those healthcare facilities where the student combines the knowledge learned in the theory courses and the campus laboratory and applies them in delivering care to clients.

These components are taught each quarter and each must be successfully completed in order to move to the next quarter.
### NURSING PROGRAM COURSE DESCRIPTIONS

Course Descriptions by Quarter: **FALL QUARTER:**

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Description</th>
<th>Prerequisite:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse 101: Introduction to Nursing and</td>
<td>Introductory course of concepts related to nursing including methods of learning, study skills, testing skills, time management, campus resources, academic resources, research and the role of the practical nurse in regards to nursing technology and electronic health record.</td>
<td>Enrollment in the Practical Nursing Program and instructor's permission.</td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse 104: Fundamentals of Health</td>
<td>Students learn concepts and theories relating to the basic art and science of nursing to meet the needs of individuals across the lifespan in an ethical, legal and safe manner, utilizing the nursing process. The role of the nurse within the health care team is highlighted throughout. Topics include client needs, safety, communication, critical thinking, client education, ethical and legal considerations, cultural diversity and the history of nursing.</td>
<td>Completion of pre-admission requirements, enrollment in the Practical Nursing Program and instructor's permission.</td>
</tr>
<tr>
<td>Nurse 102: Introduction to Pharmacology</td>
<td>Basic pharmacological aspects of client-centered nursing care throughout the lifespan including concepts relating to pharmacodynamics and pharmacokinetics. Builds a foundation regarding drug classifications and the connection to nursing care. The roles and responsibilities, ethical and legal considerations for drug administration are emphasized. Includes application of nursing process regarding pharmacology, the role of safety in reducing risk of error.</td>
<td>Enrollment in the Practical Nursing Program and instructor's permission.</td>
</tr>
<tr>
<td>in Nursing</td>
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<tr>
<td>Nurse 105: Fundamentals of Health</td>
<td>Provides students with the knowledge of basic client care skills across the lifespan and their application in the clinical setting. Students will utilize critical thinking with the nursing process, demonstrate culturally sensitive care, provide documentation, and communicate with clients/families and members of the health care team. On campus simulation scenarios will provide the student with the opportunity to begin to develop clinical reasoning skills in a safe environment.</td>
<td>Concurrent enrollment in NURSE 104 and instructor's permission.</td>
</tr>
<tr>
<td>Community Lab</td>
<td></td>
<td></td>
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<tr>
<td>Name of Course</td>
<td>Description</td>
<td>Prerequisite</td>
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<tr>
<td>Nurse 106: Med-Surg I</td>
<td>Provides an overview of the care and management of clients with urinary, cancer, respiratory, fluid and electrolyte, acid-base, and integumentary disorders. Etiology, pathophysiology, clinical manifestations, medical management, nutrition, and geriatric implications are studied. Principles of pharmacology, medication administration, diagnostic testing, client safety, and nursing process will be integrated to assist the client’s return to health and function.</td>
<td>Nurse 104 and 105 and concurrent enrollment in NURSE 107; and instructor's permission.</td>
</tr>
<tr>
<td>Nurse 107: Med-Surg I Community Lab</td>
<td>Course builds upon Foundations of Health Lab and strengthens student knowledge of client care skills across lifespan and their application in clinical. Students utilize critical thinking, nursing process, demonstrate culturally appropriate care, documentation, communicate with clients/families, care team in different settings. Campus simulation provides the opportunity to further develop clinical reasoning applicable to practice. Admission, discharge and transfer included.</td>
<td>Nurse 105 and instructor's permission; and concurrent enrollment in NURSE 106.</td>
</tr>
<tr>
<td>Nurse 111: Mental Health in Nursing</td>
<td>Focuses on principles underlying the care of a client with mental health disorders and the importance of a therapeutic relationship and environment. Psychopathology and treatment modalities regarding nursing care of the client with mental disorders are reviewed. Role of the nurse using the nursing process with the healthcare team is discussed with multiple psychological and psychosocial problems.</td>
<td>Nurse 104 and 105 and concurrent enrollment in NURSE 107; and instructor's permission.</td>
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<tr>
<td>Name of Course</td>
<td>Description</td>
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<tr>
<td>Nurse 110: Med-Surg II</td>
<td>Course provides overview of care and management of clients with cardiovascular/peripheral-vascular, neurologic, orthopedic, endocrine, gastrointestinal, eye/ear disorders. Etiology, pathophysiology, clinical manifestations, management, nutrition, and geriatric implications are studied. Principles of pharmacology, medication administration, diagnostic testing, client safety and nursing process are integrated. Client/family with abuse/neglect, death/dying also included. NCLEX preparation and pre-employment discussed.</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>NURSE 106; and concurrent enrollment in NURSE 109; and instructor's permission.</td>
<td></td>
</tr>
<tr>
<td>Nurse 114: Intravenous Therapy</td>
<td>Presents all the core skills needed for the novice nursing student to become familiar with intravenous therapy. Instruction includes review of Legal considerations, Fluid, Electrolyte, and Acid-Base Balance, Fluid Administration, Blood Products, Total Parenteral Nutrition, and IV Medication Administration. Students completing the course will be eligible for IV certification.</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>NURSE 105 and 106; and concurrent enrollment in NURSE 109; and instructor's permission.</td>
<td></td>
</tr>
<tr>
<td>Nurse 109: Med-Surg II</td>
<td>Course builds upon MedSurg I Lab to strengthen knowledge of client care skills across lifespan, and application in clinical. Students utilize critical thinking with the nursing process, demonstrate culturally sensitive care, document, and communicate with clients/families and care team. On campus simulation provide the opportunity to safely refine clinical reasoning to clinical practice.</td>
<td></td>
</tr>
<tr>
<td>Prerequisite:</td>
<td>NURSE 105 and 106; and concurrent enrollment in NURSE 110; and instructor's permission.</td>
<td></td>
</tr>
</tbody>
</table>
Practical Nurse Course Descriptions by Quarter: **SUMMER QUARTER:**

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Descriptions</th>
</tr>
</thead>
</table>
| Nurse 112: Reproductive / OB / Pediatrics | An overview of the basic principles of caring for childbearing and childrearing family and pediatric client. Builds on mastered medical-surgical content with application to pediatric, reproductive and obstetric populations. Utilizes nursing process to provide care to family across lifespan. Topics include human growth and development, health promotion, disease prevention and medical management of pediatric, reproductive and obstetric clients.  
**Prerequisite:** NURSE 109 and 110; and instructor's permission; and concurrent enrollment in NURSE 113. |
| NURSE 123: Emergency Care and Disaster Preparedness | This course introduces the nursing student nurse to the provision of care in an emergency setting for clients across the life-span. The concepts of assessment of the client experiencing an emergency and the initial prioritizing of care will be explored. Cardiac and pulmonary emergencies will be discussed including the roles and responsibilities of healthcare team members responding to the emergency.  
**Prerequisite:** NURSE 109 and 110; and instructor's permission; and concurrent enrollment in NURSE 112. |
| Nurse 113: Advanced Community Lab | Provides students opportunities for advanced application of the nursing process when caring for clients across the life span. Students gain knowledge of the obstetric client/newborn, code/emergency management. Students utilize critical thinking and demonstrate cultural sensitivity. Simulation provides students the opportunity to refine clinical reasoning skills. Students perform dosage calculations and complete a nursing care plan.  
**Prerequisite:** NURSE 109 and 110; and instructor's permission; and concurrent enrollment in NURSE 112. |
## Fees & Additional Expenses

### Approximate Cost of Fees and Additional Expenses

<table>
<thead>
<tr>
<th>Requirements for Practical Nursing Program</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>600.00</td>
</tr>
<tr>
<td>Nursing Central for smartphone/electronic wireless device</td>
<td>176.00</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>950.00</td>
</tr>
<tr>
<td>Certified Background Check &amp; Immunization tracker (Castlebranch)</td>
<td>110.00</td>
</tr>
<tr>
<td>Required Immunizations, tests, and drug screening. Cost depends on student’s history of immunizations</td>
<td>Per Student Arrangement</td>
</tr>
<tr>
<td>American Heart Association BCLS Healthcare Provider Certificate</td>
<td>Per Student Arrangement</td>
</tr>
<tr>
<td>Professional Liability Insurance (Purchase at Green River College Cashier Office)</td>
<td>20.50</td>
</tr>
<tr>
<td>Accident/Injury Insurance. (Can be purchased from your own insurance company or can be purchased at the Green River College Cashier Office at a cost of $39.00 per quarter/$147.00 per year.)</td>
<td>Per Student Arrangement</td>
</tr>
<tr>
<td>Health/Illness Insurance - Green River College encourages each student participating in the clinical education program to acquire comprehensive health and accident insurance that will provide continuous coverage of the student during his or her participation in the education program. The student is responsible for their own health needs, healthcare costs, and health insurance coverage. (Check with your health insurance, or can be purchased at Green River College Cashier’s Office at a cost of $450.00 per quarter/$1800.00 per year.)</td>
<td>Per Student Arrangement</td>
</tr>
<tr>
<td>Vehicle Insurance</td>
<td>Per Student Arrangement</td>
</tr>
<tr>
<td>Uniform Top</td>
<td>15.00-18.00</td>
</tr>
<tr>
<td>Uniform Pants</td>
<td>17.00-25.00</td>
</tr>
<tr>
<td>Lab Coat</td>
<td>30.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>35.00 and up</td>
</tr>
<tr>
<td>Name Tag</td>
<td>8.00</td>
</tr>
<tr>
<td>Gait Belt (plastic not webbed)</td>
<td>12.00-30.00</td>
</tr>
<tr>
<td>Bandage Scissors</td>
<td>10.00</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>45.00 and up</td>
</tr>
<tr>
<td>Watch with Second Hand</td>
<td>30.00 and up</td>
</tr>
<tr>
<td>Smart Phone/electronic wireless device</td>
<td>200.00 and up</td>
</tr>
<tr>
<td>Approximate Total</td>
<td>$2500.00 and up</td>
</tr>
<tr>
<td>Washington State application &amp; National State Exam (NCLEX) License</td>
<td>250.00-300.00</td>
</tr>
</tbody>
</table>

### Approximate Costs for Nursing Program

(1) This list does not include transportation costs, campus parking, meals, lodging for students, or tuition and other college fees. Please refer to the Green River College website for the current tuition rates and fees: Tuition & Fees

(2) Licensing info can be found at: Nurse Licensing
Preparation and Participation: It is the philosophy of the Nursing program that learning is a shared responsibility. As a result, the faculty has developed a planned course of study which requires the student to attend all course sessions prepared for class. This preparation will require the learner to commit adequate time to assigned learning activities, i.e., textbook and journal readings, video and film viewings, computer-assisted instructional programs, and clinical skills practice. In theory, the student’s active participation through discussion, clarification, validation, critical thinking, role playing, etc., in an interactive atmosphere will facilitate success.

The student should plan to spend 3 hours of study outside of class for each unit per week for theory classes and 2 hours of study for each hour of clinical experience. Therefore, in a 7 unit theory course with a 5-unit lab, the student should expect to spend 31 hours of study per week outside of classroom time. It is very difficult to maintain full-time work while in the nursing program. It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Students need to arrange their schedule to receive adequate rest. Students found sleeping in class will be required to leave and will receive a "0" for that day’s participation.

Any absences beyond 24 hours over the course of the entire program, requires a written Doctor’s Clearance and/or Release to Work (see appendices) signed by one of the following: Nurse practitioner, physician assistant or medical doctor.

Communication: Students must maintain a current telephone number and address with their lab instructors and the Director of Nursing.

Electronic communication is essential for success in the Nursing Program. Announcements and course materials may only be available electronically.

Students are responsible for reading email and Canvas® postings on a daily basis. Students may be required to submit assignments electronically.

Nursing program bulletin boards are located in SC 137. All program communications, course communications, and other notices will be posted on these boards. Students may hold class meetings to discuss the needs or concerns of the class.

The student representative will be elected by the class and faculty. Student representative duties include attendance at nursing faculty meetings, leading class meetings, communicating class concerns and needs to the faculty, and communicating the faculty response back to the students.

Students are also encouraged to individually communicate with appropriate faculty as the need arises.
Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner. Demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required. Fluency in the English language will be necessary as it is used for the NCLEX Exam.

**Parking:** Students must park in student parking areas designated by the college.

**Children are not allowed** in clinical skills lab, classroom, or clinical settings. Students are expected to arrange for appropriate child care.

**Cell phones** and other electronic devices are to be left on silent mode in the classroom. Cell phones should not be answered during class. If there is an emergency requiring answering of a cell phone, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.

**Canceled Classes:** On occasion school is cancelled due to weather conditions. Currently, Green River College announces cancellations on local radio and television stations, and through the campus notification system. Contact **Campus Safety for information on signing up for automatic text alerts.** If the instructor is notified of the cancellation, the cancellation will be announced via Canvas or email.
DRESS AND PERSONAL HYGIENE STANDARD FOR CLASSROOM THEORY

Students in the practical nursing program at Green River College are assuming new roles and responsibilities and are therefore, expected to be professional in appearance. Public presentation (i.e.: dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the nursing profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the School of Nursing and influences the school’s reputation and image.

**Expectation of cleanliness** includes adherence to oral and personal hygiene, freshly laundered and properly fitted clothing, and avoidance of strong odors and fragrances.

**Unacceptable clothing** for either gender includes: shirts of underwear type, see-through clothing, sleeveless shirts or any clothing that exposes a bare midriff, back, chest or underwear.

**EVALUATION AND GRADING STANDARDS**

**Evaluation** of the student nurse is based upon theoretical knowledge and the application of the knowledge and skills in the clinical setting. Since the student works in critical life situations, their clinical performance must reflect safe and competent nursing care of increasing complexity.

All theory courses are graded using a numerical grade point. In the nursing program, the grade assigned for each course is based upon the raw score percentage of total achieved points divided by total possible points.

Total number of correct items
Total number of test items = %. As an example: There are 20 questions and the student answered correctly 16 of 20; 16 divided by 20 is then 80%.

Once enrolled in the program, the student must maintain continuous satisfactory progress by demonstrating competence in both theory and clinical components of all required courses with a grade of “2.5” or better. Failure to show competence and/or commission of unsafe clinical practice in the lab area constitutes a course failure regardless of theory grade and halts progression in the program.

**Grading** follows the Nursing Programs GPA Conversion Table. Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus.
GPA Conversion Table

<table>
<thead>
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<th>Grade Point</th>
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</tbody>
</table>

Late assignments will receive a 10% deduction for each day that they are late. The penalty is calculated using the total points for the assignment. Assignments are late if they are not turned into the instructor by end of class day or as determined by instructor, of the day the assignment is due. In-class assignments and discussion forum posts will not receive credit if late unless stated otherwise by faculty. Assignments that are more than 4 days late will not be accepted unless faculty and student have negotiated and mutually agreed upon an alternative submission date in advance.

Incomplete: The student may receive an "I" grade when, as the result of a serious illness or other justifiable cause, course work cannot be completed in a given quarter. This is subject to faculty and program review and an agreement between student and faculty for completion of course will be established.

Testing: Classroom theory provides the knowledge basis for safe practice in the lab. Students are expected to be in attendance at each scheduled theory course exam. Inability to take a test on dates scheduled due to illness or other extenuating circumstances will receive a 10% deduction.

Students with test scores of 75 or below on three tests are unable to transfer learning from academic to clinical areas and will be withheld from progressing in the nursing program. There will be no additional make-up work or extra credit.

The final exam will be administered according to the Final Examination Schedule published in the Green River College quarterly Class Schedule. There will be no exception.
In addition the following guidelines apply:

- Arrive 15 minutes before test start time. Be prepared, remain calm, and think positive.
- Tests are taken without the use of personal or phone calculators, phrase books, dictionaries, CD's, tape recorders, or any type of earphone devices.
- Cell phones are to be put away and shut off.
- Desks are to be clear with exception of writing utensil, Scantron, and program provided calculator, if appropriate per faculty.
- Talking is not allowed during testing session.
- Keep your eyes on your test. Glancing from side to side will result in removal of test and a score of 0 for the exam.
- Do not leave the room after receiving the test. Once leaving the room for any reason student will be expected to turn in their test and Scantron, and their testing session will be over.
- Test and Scantron sheets will be returned to faculty member when finished.
- Tests will be 50 minutes in length.

After leaving the testing room, please be considerate of those in the classroom and refrain from discussions in the vicinity of the classroom hallway, keeping noise down as other classes will be in session.

Once student has exited from classroom, do not return until testing is completed.

Classroom Test Review Policy:
Scantrons will be graded with the correct response printed behind the incorrectly selected answer. The test and Scantron will be returned to the student within one week of the test date during a regularly scheduled class period.

Classroom conduct will include the instructor's explanation of scoring. Questions of general interest will be reviewed in the classroom. Individual questions may be answered by a later appointment with the instructor.

Students will be given the opportunity to review exams by appointment by email only with the faculty who taught the content. Students may challenge an exam question by completing a Question Challenge Form and submitting it to the appropriate instructor. Students have up to one week (5 business days) to challenge an exam question after grades have been posted. Students will be allowed two challenges per quarter per course.

Some faculty may choose to allow for small group testing after the individual test is complete. Students may not challenge questions after group testing.

Written assignments:
Various written papers are required to meet objectives in the nursing program: All papers will be written according to the American Psychological Association (APA) format unless otherwise directed by faculty and submitted using VeriCite anti-plagiarism software. Visit the Holman Library APA Citation information at: APA Format Help
**Mathematical Computation Exam**

Nurses are required to be proficient in mathematical computations to ensure safe administration of medications and intravenous fluids given to clients. Students in the Green River Practical Nursing Program are required to maintain their proficiency throughout the program. Assessment of student proficiency is demonstrated with mathematical computation exams each quarter prior to attending lab.

Students are required to pass a mathematical computation quiz prior to attending Lab courses Nurse 105, Nurse 107, Nurse 109, and Nurse 113. These exams are graded as Pass (100%) or Fail (less than 100%). Students are required to pass this mathematical computation quiz in order to participate in lab. Students who are unable to pass the exams are unable to transfer learning from academia to the clinical areas and will be withheld from progressing in the nursing program. Students are given three opportunities to pass this exam. Remediation will be given to students who fail the second exam with one final opportunity to pass a third mathematical computation exam. Students who are unable to pass the third exam are unable to attend lab which will result in the inability to continue in the program.
Campus Skills Laboratory (CSL) Standards

PREPARATION/PARTICIPATION STANDARD

The Campus Skills Laboratory (CSL) makes available the opportunity for the student to learn and practice basic skills in preparation for the administration of quality care to the consumer.

The lab setting contains updated learning resources such as audiovisual equipment, scientific charts and models, and disposable and non-disposable supplies utilized in client care. The lab can provide a simulated hospital and clinical environment, with various equipment and life-size manikins to simulate client care situations. Assigned time in the CSL is considered lab experience.

The student should plan to spend 2 hours of study for each hour of clinical experience. It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Students need to arrange their schedule to receive adequate rest. Students found sleeping in class will be required to leave and will receive a "0" for that day’s participation.

Any absences beyond 24 hours over the course of the entire program, requires a written Doctor’s Clearance and/or Release to Work (see appendices) signed by one of the following: Nurse practitioner, physician assistant or medical doctor.

Communication: Students must maintain a current telephone number and address with their lab instructors and the Director of Nursing.

Electronic communication is essential for success in the Nursing Program. Announcements and course materials may only be available electronically.

Students are responsible for reading email and Canvas® postings on a daily basis. Students may be required to submit assignments electronically.

Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner; and demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required. Fluency in the English language will be necessary as it is used for the NCLEX Exam.

Parking: Students must park in student parking areas designated by the college.

Children are not allowed in clinical skills lab, classroom, or clinical settings. Students are expected to arrange for appropriate child care.

Cell phones and other electronic devices are to be left on silent mode in the classroom and laboratory. Cell phones should not be answered during class. If there is an emergency requiring
answering of a cell phone, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.

**Canceled Classes:** On occasion school is cancelled due to weather conditions. Currently, Green River College announces cancellations on local radio and television stations, and through the campus notification system (contact Campus Safety for information on signing up for automatic text alerts). If the instructor is notified of the cancellation, the cancellation will be announced via Canvas or email.

**DRESS AND PERSONAL HYGIENE STANDARD**

It is the intent of this program to set standards of personal appearance to project a positive professional image.

Students in the practical nursing program at Green River College are assuming new roles and responsibilities and are therefore, expected to be professional in appearance. Public presentation (i.e.: dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the nursing profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the School of Nursing and influences the school’s reputation and image.

Wear uniform to Lab on campus, community, and for simulation unless Green River College Nursing Program unless otherwise directed by the course faculty.

**Uniform & Name Tag:** The uniform may be purchased at the Paper Tree Book Store. Any student who shows up at clinical in violation of the uniform codes will be sent home and it will be counted as an absence. The nursing uniform consists of top and pants or skirt in “Caribbean Blue” for PN students. A white shirt may be worn under the uniform top but the sleeves of undershirt must not extend beyond the sleeves of uniform top unless necessary to conceal tattoos.

When at off campus sites in your role as a student of Green River College Nursing Program, your nametag and Green River College Student ID card must be visible at all times and worn above the nipple line. Purchase of nametags will be arranged prior to the first day of clinical and are available at the bookstore in the Paper Tree located in the Mel Lindbloom Student Center, Green River College Nursing Program nametag will be worn to all clinical assignments.

Purchase of nametags will be arranged prior to the first day of clinical and are available at the bookstore in the Paper Tree located in the Mel Lindbloom Student Center,

**Uniforms:** Uniforms and other clothing worn to the hospital or other based healthcare settings will be freshly laundered and unwrinkled. A uniform and cover jacket should not be worn two days in a row without laundering.
Uniform fit must be consistent with a professional appearance. Uniforms must be sized adequately to allow for all movements necessary for client care without exposing any torso skin or chest cleavage. Uniforms also must not fit so tightly that movements are hampered or reveal unnecessary body form or undergarment lines. Skirts will be below the knee or above the ankle bone (no longer than the bottom of the individual’s top of the shoe). Uniform pants must be hemmed to the top of the shoe. If a student desires to wear a skirt, any visible undergarments, or any form of headdress it must be the same solid color as the uniform or solid/white/black (no print). Head drapes/wraps will be well secured and tucked inside and under the uniform top (scrub). The headdress will be clipped back in a manner so as not to drag across the client. The student’s full face must be visible.

Uniform standards are to be adhered to any time the student is in uniform, i.e. both off and on campus.

**Shoes:** Clean, white leather shoes acceptable. Backless shoes are unacceptable.

**Hosiery:** Hosiery is required and color must be solid white or neutral.

**Jewelry:** Other than the jewelry mentioned below, no other visible jewelry is allowed.

**Rings:** Students may wear one ring as long as it does not pose a threat to client skin integrity. A wedding set constitutes one ring.

**Body Piercings:** One pair of inconspicuous pierced earrings is acceptable. For your own safety, hoops or dangling-off-the-earlobe earrings are not allowed. No other body piercings can be visible, including tongue rings.

A constant second digital readout or sweep second hand watch is acceptable. The watch is considered necessary equipment and must be worn at all times during lab. Students without a watch may be considered as unprepared and sent home.

**Cosmetics:**
Make-up, blusher, mascara, eyeliner, applied lightly is acceptable.
Exotic stage make-up is unacceptable (heavy, dark).

Clear, transparent nail polish on short, clean nails is acceptable. No artificial nails.

**Perfume/Scents:** Absolutely no use of artificial scents of any type (including lotions) is allowed. Many people are allergic to the chemicals used in the fragrance; others find it offensive or may cause nausea.

**Smoking:** Smoking creates an added scent to those who smoke. This is unacceptable in lab settings as many clients find it offensive and causes nausea. Students who smell of smoke will be sent home. Many healthcare facilities are 'smoke free' environments and therefore there is no smoking on the premises.
Green River College is a tobacco-free campus. The use of tobacco products is not allowed on college property and smoking materials must be extinguished and disposed of prior to entering any college property. This includes cigarettes, e-cigarettes, and smokeless tobacco.

**Hairstyles:** Natural hair coloring is acceptable. Exotic frosting/streaking is unacceptable. Long hair must be secured, neatly, off the shoulders. Facial hair should be kept clean, trimmed, and neat.

**Tattoos:** Some facilities utilized for lab experience require visible tattoos to be covered either by clothing or a bandage. Visible tattoos are to be minimized.

**Gum:** Gum chewing is neither acceptable, nor professional. Gum and chewing tobacco are not acceptable in the nursing program.

The student must understand that non-compliance with this personal appearance standard will not be tolerated and he/she will be sent home for the day and receive an absence and in jeopardy of being withheld from progressing in the program.

**EVALUATION STANDARD**

**Evaluation:** Failure to show competence and/or commission of unsafe clinical practice in the campus or lab area constitutes a course failure regardless of theory grade and halts progression in the program.

**Return Demonstration:** All students will do return demonstrations for specific clinical procedures. Return demonstrations must be passed in the Campus Skills Lab prior to going into or returning to a lab setting. If a student fails to demonstrate a procedure accurately, that individual may be afforded additional opportunities to demonstrate the procedure correctly. To facilitate success, the student should schedule and complete an adequate practice session before each subsequent return demonstration.

All students are encouraged to return to the Campus Skills Lab throughout the program to keep current on all skills. It is the responsibility of each individual student to be able to demonstrate competent nursing practice learned in previous quarters.

**Grading:** Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus. Grades are determined as follows:

Campus Skills and Community Lab courses are graded on a Pass/No Pass basis, using established competency benchmarks. Students will receive evaluation and feedback related to their clinical skills at three points during the quarter:

- Midterm
- Final grade at the end of the quarter

Passing status is required to progress from campus lab to lab. A No Pass at the end of the quarter prevents the student from progression in the program.
**Late assignments** will receive a 10% deduction for each day that they are late. The penalty is calculated using the total points for the assignment. Assignments are late if they are not turned into the instructor by end of class day or as determined by instructor, of the day the assignment is due. In-class assignments and discussion forum posts will not receive credit if late unless stated otherwise by faculty. Assignments that are more than 4 days late will not be accepted unless faculty and student have negotiated and mutually agreed upon an alternative submission date in advance.

**Incomplete:** The student may receive an "I" grade when, as the result of a serious illness or other justifiable cause, course work cannot be completed in a given quarter. This is subject to faculty and program review and an agreement between student and faculty for completion of course will be established.

Written papers are required to meet objectives in the nursing program: All papers will be written according to the American Psychological Association (APA) format unless otherwise directed by faculty. Visit the Holman Library APA Citation information at: [APA Format Help](#)
Clinical Site Standards

The nursing program will utilize a variety of sites for learning experiences to enable the student to observe and practice safe nursing care of persons at each stage of the human life cycle. These experiences will include opportunities for the student to learn and provide nursing care to clients in the areas of acute and chronic illnesses, promotion and maintenance of wellness, prevention of illness, rehabilitation, and support in death. Clinical experiences will include opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds. The experiences may include, but need not be limited to, hospitals, clinics, offices of health professionals, health centers, nursery schools, elementary and secondary schools, rehabilitation centers, mental health clinics, public health departments, and extended care resources.

Clinical facilities will be selected to provide learning experience of sufficient number and kind for student achievement of the course/curriculum objectives. The number of hours of class and clinical practice opportunities and distribution of these shall be in direct ratio to the amount of time necessary for the student at the particular stage of development to accomplish the objectives.

CLINICAL SITE PREPARATION/PARTICIPATION STANDARD

Students will review the clinical standards and complete, with benchmark competence, the required learning activities, assignments and Campus Skills Laboratory (CSL) check-lists prior to the assigned clinical experience. The student will update and review previously learned skills as necessary to maintain a safe and acceptable level of performance.

**Orientation:** Students are required to complete individual facility agency orientations. This is provided by lab faculty or through the Nursing Clinical Placement Consortium. In addition to standards set by Green River College Nursing Programs, students will follow the procedures and policies of the facilities when assigned to clinical experienced in that agency.

**Scope of Practice:** Students are allowed to practice only those skills authorized by their clinical instructor upon return demonstration of the skill. Failure to practice within the students approved scope is considered unsafe and may lead to failure to progress in the program.

**Scheduling and Assignments:** Experiences are designed to help the student meet the objectives of the various levels in the program. The facility size, availability, client census, student level, and theory content are considered. Schedules will be handed out at the beginning of each quarter so that students can make personal arrangements for transportation, job scheduling, child care, etc. In some quarters, day/evening assignments and non-class day special experiences and travel to include up to 60 miles one way to the clinic site are required. On occasion, lab rotation schedules may be changed by the instructor. Lab site assignments are determined by the Nursing Program.

Client/lab assignments for each lab rotation will be made by the instructor. Only the instructor has the right to alter the student’s assignment as needed to meet learning objectives. When selecting your clients for your rotations, follow the direction of the faculty. It is expected you will select a variety of clients with diagnoses consistent with the learning content of the theory
classes, if possible, and those that will facilitate the most learning opportunities for the student. The instructor is to be notified immediately if the assignment is altered in any way, i.e., client discharge or transfer. Students are expected to be in assigned areas only.

It is unacceptable to refuse a client assignment. This action will result in disciplinary measures which could include dismissal from the program. If your client assignment is a relative or friend notify your instructor immediately.

Students are responsible to secure their own valuables in the lab setting. Most nursing units have neither lockers nor any other secured storage available to students for personal belongings. Students will not be in the lab area outside of assigned times and assigned units without written permission and may not engage in any nurse/client relationship at such times.

The student should plan to spend 2 hours of study for each hour of clinical experience. It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Students need to arrange their schedule to receive adequate rest. Students found sleeping in lab will be required to leave and will receive a "0" for that day’s attendance. Students should not work during the eight hours prior to the clinical experience.

Any absences beyond 24 hours over the course of the entire program, requires a written Doctor’s Clearance and/or Release to Work (see appendices) signed by one of the following: Nurse practitioner, physician assistant or medical doctor.

**Communication:** Students must maintain a current telephone number and address with their lab instructors and the Director of Nursing office.

**Lab computer Access:** Although a student may be employed at an agency and have access to the agency’s computer system, the student may not use their employee access during student clinical time. The agencies that allow nursing student access to their computer records will assign such access according to their agency policies and guidelines. Each student will be informed of the agency’s computer policy/guidelines during orientation. Failure to abide by the computer policy/guidelines may result in dismissal from the program.

**Electronic communication** is essential for success in the Nursing Program. Announcements and course materials may only be available electronically. Students are responsible for reading email and Canvas® postings on a daily basis. Students may be required to submit assignments electronically.

Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner. Demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required. Fluency in the English language will be necessary as it is used for the NCLEX Exam.
Parking: Parking at clinical facilities is delineated by the facility. For clinical sites parking locations, speak with specific clinical faculty. The college insurance does not cover injury involving a vehicle driven to and from the clinical setting.

Children are not allowed in clinical skills lab, classroom, or clinical settings. Students are expected to arrange for appropriate child care.

Cell phones and other electronic devices are to be left on silent mode in the clinical setting. Cell phones should not be answered in client care areas. If there is an emergency requiring answering of a cell phone, the student will be required to leave the client care area and return after completing the phone call.

Some hospitals and/or agency policies do not allow the use of personal cell phones in any application, in the facility or in some units. Not following the policies of the agency may result in your removal from the site.

Canceled Classes: On occasion school is cancelled due to weather conditions. Currently, Green River College announces cancellations on local radio and television stations, and through the campus notification system (contact Campus Safety for information on signing up for automatic text alerts). If the instructor is notified of the cancellation, the cancellation will be announced via Canvas or email.

DRESS AND PERSONAL HYGIENE STANDARD
Students in the practical nursing program at Green River College are assuming new roles and responsibilities and are therefore, expected to be professional in appearance. Public presentation (i.e.: dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the nursing profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the School of Nursing and influences the school’s reputation and image.

The Green River College student uniform will be worn at all times when in the campus skills lab and at the clinical lab in your role as a student of the Green River College Nursing Program unless otherwise directed by the course faculty. It is the intent of this program to set standards of personal appearance to project a positive professional image.

Uniform & Name Tag:
The nursing uniform consists of top and pants or skirt in “Caribbean Blue” for PN students. A white shirt may be worn under the uniform top but the sleeves of undershirt must not extend beyond the sleeves of uniform top unless necessary to conceal tattoos.

Green River College Nursing Program nametag will be worn to all clinical assignments. Purchase of nametags will be arranged prior to the first day of clinical and are available at the bookstore in the Mel Lindbloom Student Union, The Paper Tree bookstore.
Uniforms and other clothing worn to the hospital or other based healthcare settings will be freshly laundered and unwrinkled. A uniform and cover jacket should not be worn two days in a row without laundering.

Uniform fit must be consistent with a professional appearance. Uniforms must be sized adequately to allow for all movements necessary for client care without exposing any torso skin or chest cleavage. Uniforms also must not fit so tightly that movements are hampered or reveal unnecessary body form or undergarment lines. Skirts will be below the knee or above the ankle bone. Uniform pants must be hemmed to the top of the shoe.

any form of headdress it must be the same solid color as the uniform or solid/white/black (no print). Head drapes/wraps will be well secured and tucked inside and under the uniform top (scrub). The headdress will be clipped back in a manner so as to not drag across the client. The student’s full face must be visible.

Any student who shows up at clinical in violation of the uniform codes will be sent home and it will be counted as an absence.

Shoes: Clean, white leather shoes acceptable. Backless shoes are unacceptable.

Hosiery: Hosiery is required and color must be solid white or neutral.

Jewelry: Other than the jewelry mentioned below, no other visible jewelry is allowed.

Rings: Students may wear one ring as long as it does not pose a threat to client skin integrity. A wedding set constitutes one ring.

Body Piercings: One pair of inconspicuous pierced earrings is acceptable. For your own safety, hoops or dangling-off-the-earlobe earrings are not allowed. No other body piercings can be visible, including tongue rings.

Watch: A constant second digital readout or sweep second hand watch is acceptable. The watch is considered necessary equipment and must be worn at all times during lab. Students without a watch may be considered as unprepared and sent home.

Cosmetics:
Make-up, blusher, mascara, eyeliner, applied lightly is acceptable.
Exotic stage make-up is unacceptable (heavy, dark).
Clear, transparent nail polish on short, clean nails is acceptable. No artificial nails.

Perfume/Scents: Absolutely no use of artificial scents of any type (including lotions) is allowed. Many people are allergic to the chemicals used in the fragrance; others find it offensive or may cause nausea.

Smoking: Smoking creates an added scent to those who smoke. This is unacceptable in lab settings as many clients find it offensive and causes nausea. Students who smell of smoke will be sent home.
Many healthcare facilities are 'smoke free' environments and therefore there is no smoking on the premises.

Green River College is a tobacco-free campus. The use of tobacco products is not allowed on college property and smoking materials must be extinguished and disposed of prior to entering any college property. This includes cigarettes, e-cigarettes, and smokeless tobacco.

**Hairstyles:** Hair coloring is acceptable. Exotic frosting/streaking is unacceptable. Long hair must be secured, neatly off the shoulders. Facial hair should be kept clean, trimmed, and neat.

**Tattoos:** Some facilities utilized for lab experience (all acute care facilities) require visible tattoos to be covered either by clothing or a bandage. Visible tattoos are to be minimized.

**Gum:** Gum chewing is neither acceptable, nor professional. Gum and chewing tobacco are not acceptable in the nursing program.

The student must understand that non-compliance with this personal appearance standard will not be tolerated and he/she will be sent home for the day and receive an absence and in jeopardy of being withheld from progressing in the program.

**PROFESSIONAL BEHAVIOR STANDARD:** See Professional Behaviors Policy

**UNSAFE PRACTICE AND LAB MISCONDUCT:** The intent of this policy is to recognize the program’s responsibility to educate its students while providing safe client care. Any student who engages in unsafe lab practice or lab misconduct will be asked to leave the lab setting, will be in jeopardy of failing the course, and will be subject to possible program dismissal.

**Unsafe Practice or Misconduct:** In any lab setting, unsafe practice or misconduct includes any behaviors that place, or have the potential to place, the client in imminent physical or psychosocial danger. Psychosocial danger includes, but is not limited to, psychological, sociological, cultural, ethnic, and spiritual trauma. Examples of unsafe lab practice and misconduct include, but are not limited to:

- Failing to assess or evaluate a client’s status or failing to report an incident involving actual or potential harm to a client.
- Failing to institute interventions as required by the client’s condition or failing to question an order when in doubt.
- Failing to document accurately or intelligibly.
- Falsifying client care records (e.g., recording that medications, treatments, or observations were done when they were not, or recording they were done before their actual completion).
- Failing to perform actions in a manner consistent with school, hospital, or clinical policy (this may include giving untruthful information or reasons for not attending a clinical experience).
- Engaging in or attempting to engage in sexual misconduct with a current client, family member, or colleague.
- Causing or contributing to the physical or emotional abuse of the client.
- Delegating inappropriately or failure to supervise those to whom activities have been delegated.
- Performing activities for which the student is unprepared; failure to obtain adequate instruction or supervision in the performance of activities.
- Violating the confidentiality of information concerning the client (including copying medical records or printing computerized medical records), except where required by law or for the protection of the client.
- Appropriating for personal use medications, supplies, equipment or personal items of the client, agency, or institution (includes eating food intended for or belonging to a client).
- Attending clinical while impaired by any mental, physical or emotional condition to the extent the student may be unable to practice with reasonable skill and safety.
- Abandoning clients by leaving an assignment.
- Attending clinical while impaired by alcohol or drugs.
- Removing copies of the client medical records or medication records from clinical facility.
- Breaking something that belongs to the facility or a client and not reporting it.
- Conviction of a crime involving physical abuse or sexual abuse or relating to the practice of.

**Reportable Clinical Occurrence:** Client safety is of paramount importance. Any incident which potentially or actually compromises the health and/or safety of a client is reportable to both the agency and Program Coordinator for Green River College Nursing. Such instances include, but are not limited to:

**Medication Errors:** Any violations of the 6 rights of medication administration are considered a medication error, regardless if the client experiences any adverse effect.
- Right Client
- Right Time
- Right Medication
- Right Dose
- Right Route
- Right Documentation

**Other Incidents** include any time a client is purposely or accidentally harmed physically or in any other way.

**In a case of a potentially reportable clinical occurrence,** the student will report the incident to their clinical faculty immediately. Faculty and student complete a Reportable Student/Client/Client Occurrence form (see appendices) together. Completed form must be submitted within 24 hours of the incident for review by the Director of Nursing Programs and or Dean of Health Sciences and Education. Failure to do so may result in immediate dismissal from the site and/or the nursing program. Student may be required to meet with faculty and/or director for corrective action. Corrective action may include immediate dismissal from the program.
EVALUATION STANDARD

**Evaluation:** Failure to show competence and/or commission of unsafe clinical practice in the campus or lab area constitutes a course failure regardless of theory grade and halts progression in the program.

**Return Demonstration:** All students will do return demonstrations for specific clinical procedures. Return demonstrations must be passed in the CSL prior to going into or returning to a lab setting. If a student fails to demonstrate a procedure accurately, that individual may be afforded additional opportunities to demonstrate the procedure correctly. To facilitate success, the student should schedule and complete an adequate practice session before each subsequent return demonstration.

All students are encouraged to return to the CSL throughout the program to keep current on all skills. It is the responsibility of each individual student to be able to demonstrate competent nursing practice learned in previous quarters.

**Grading:** Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus. Grades are determined as follows:

Campus and Lab courses are graded on a Pass/No Pass basis, using established competency benchmarks. Students will receive evaluation and feedback related to their clinical skills at three points during the quarter:
- Midterm
- Final grade at the end of the quarter

Passing status is required to progress from campus lab to lab. A No Pass at the end of the quarter prevents the student from progression in the program.

**Pre/Post conferences** are scheduled in order for students to discuss their learning experiences, as well as to explore client nursing issues. Students are required to be on time and to be adequately prepared. A pre/post conference absence is considered a lab absence unless otherwise directed by lab nursing faculty.

**Written Papers:** Guidelines for pre-clinical client data: Information which you must have available on each client you will be caring for prior to lab. This information must be available to the student so that it can be verbalized to the instructor for each client to which the student is assigned.

**Pertinent Medical Nursing History:** Factors that contribute to the care you will provide. Other diagnoses which are not apparent on the admission sheet or Kardex™.

**Pathophysiology:** Synthesis of physiological parameters including assessment parameters that you will be checking.
**Medications:** Name of drug, dose, route, frequency; why is this client getting this drug; what are the pertinent side effects as related to the individual client; how will you be monitoring the effectiveness and side effects of this drug?

**IV’s:** What is the type of solution, hours to run, mL/hour, type of line, additives, pump/controller? What special nursing care is involved in care of this IV?

**Lab Values:** Which lab values are abnormal and why? Which lab values are normal and are they pertinent? What do the lab values tell you about the condition of the client, the disease process, the treatment being administered?

**Treatments and Procedures:** What are the nursing treatments and procedures you will be responsible for on this client? What nursing responsibilities are associated with procedures done in different departments or by other healthcare team members?

**Nursing Process:** What are the current nursing diagnoses, plan of care, evaluation of care, teaching needs and discharge planning?

**Written Lab/Clinical Paper Standards:** Various written papers are required to meet objectives in the nursing programs. It is the student’s responsibility to abide by the following requirements: All clients will be Client (i.e., Client). Significant others will be referred to by their relationship to the client, i.e. wife, sister, brother).

Refer to staff or physician by title only (i.e. CNA, LPN, RN, or MD). No names of cities or hospitals should be used.

Consider all information obtained as strictly confidential. Confidentiality of client information is a requirement and a major concern of the nursing program.

All potentially identifying information should be destroyed (notes, rough drafts, etc). Please be sure that material is screened ahead of time, if in doubt, discuss with the nursing faculty.

Students will abide by the hospital policy and lab faculty directions regarding use of the hospital copy machine and client information.

No portion of a client’s chart or record may be photographed or copied.

Any forms with client information (whether instructor or hospital provided) are to be destroyed prior to leaving the clinical area.

All identifying information (client names, physicians, hospitals, etc.) must be excluded from any information collected for written assignments (client education papers, nursing process papers, etc.).

No document with a client name on it should leave the lab setting.
Follow the required format for each paper. Check the course information handout or the associated unit of study for instructions. Formal papers must be prepared in a word-processing program. Reference and bibliography pages will be done according to the American Psychological Association (APA) format.

**Late assignments** will receive a 10% deduction for each day that they are late. The penalty is calculated using the total points for the assignment. Assignments are late if they are not turned into the instructor by end of class day or as determined by instructor, of the day the assignment is due. In-class assignments and discussion forum posts will not receive credit if late unless stated otherwise by faculty. Assignments that are more than 4 days late will not be accepted unless faculty and student have negotiated and mutually agreed upon an alternative submission date in advance.

**Incomplete:** The student may receive an "I" grade when, as the result of a serious illness or other justifiable cause, course work cannot be completed in a given quarter. This is subject to faculty and program review and an agreement between student and faculty for completion of course will be established.

**Written papers** are required to meet objectives in the nursing program: All papers will be written according to the American Psychological Association (APA) format unless otherwise directed by faculty.

**Dismissal from lab:** A student can be required, by faculty, to leave the clinical site as detailed in related policies.

**PERSONAL HEALTH AND SAFETY STANDARD**
Students must be officially registered in each nursing course prior to attending and participating in the lab area. Students must meet all lab Requirements. Furthermore, students must be in good health status and capable of meeting all Nursing Physical Requirement Standards related to physical strength, dexterity, and movement; visual and auditory acuity; and mental and emotional functioning. In the lab area, the student may be exposed to violence, chemicals, radiation, and infectious agents that could be life threatening.

The student must be able to perform the work required in the program without limitation. The student will refrain from attending the lab area if any illness or injury would interfere with client safety.

Students who are pregnant must submit a letter from their physician stating any restrictions on their activities and the estimated date of delivery. Letters from physicians regarding student illness, injury, or pregnancy must include specific limitations or restrictions as well as a statement defining clinical activities allowed. Any exclusion must be followed up by a written **release from the student’s physician before returning to the clinical facility.**

Throughout the program, the student must maintain a current BLS - Healthcare Provider Card obtained from the American Heart Association (AHA).
**Protective gear** is available in the clinical settings. The student is expected to wear appropriate protection to prevent body fluid exposure, including goggles or face shield, gloves, and plastic gown, if needed. Personnel are professionally and ethically obligated to provide client care with respect for human dignity. Student assignments may include clients who are at risk for contracting or have an infectious disease such as HIV, AIDS, HBV, TB, etc.

**Injury and/or Body Fluid Exposure in the Lab Setting:** The student is expected to follow recommended treatment/steps for injury or body fluid exposure of the clinical site. Examples of incidents in the clinical areas to report include: Any break to skin integrity, needle sticks, body fluid splashes (urine, blood, vomit), neck and back strains, sprains, assaults by clients, injuries from equipment, etc.

Injury in the clinical lab must be reported immediately to the nursing instructor so that necessary medical care is provided and the proper forms are completed. The student and their lab faculty instructor are to notify the Director of Nursing and Dean of Health Sciences and Education within eight hours of such injury. A Reportable Student/Client/Client Occurrence form (see appendices) is due to the Nursing Director and Dean within three days of incident.

In cases of injury or illness, the appropriate clinical facility personnel, such as the Risk Manager and/or Infection Control Practitioner, should be notified as soon as possible along with the unit nurse manager and/or the hospital Director of Nursing.

A written **release from the student’s physician will be required before returning to the clinical facility** (see appendices).

**STUDENT STANDARD REGARDING CLIENT INFORMATION:**
Use of Electronic Devices: See Electronic Device and Social Media Policy. The use of wireless communication devices also poses significant issues relating to HIPAA (client confidentiality rights). Students are also expected to adhere to facility policies around use of electronics in client care areas to avoid violations of HIPAA and the attendant legal ramifications for themselves, their faculty, the healthcare facility and the nursing program.

Any student who violates these standards and/or policies during their lab experience is subject to dismissal from the nursing program.

The student will consider all information obtained regarding the client’s status as strictly confidential and will not discuss the client with anyone except the instructors, peers assigned to the same clinical facility/area, and appropriate hospital personnel.

The student hereby recognizes that medical records, emergency department and ambulance records, child abuse reporting forms, elder abuse reporting forms, laboratory requests and results, and x-ray requests and results are typical of documents that are considered privileged and should not be discussed by the student with individuals not involved with the care of the client (HIPAA).
Conversations between physicians, nurses, and other healthcare professionals in the setting of a client receiving care are privileged communications and may not be discussed. Computer documentation and codes for documentation or medication-dispensing machines are confidential information. These are not to be shared. All report sheets must be disposed of appropriately prior to leaving the clinical site. Failure to observe the college or agency confidentiality requirements may result in dismissal from or failure in the program.

**Charts, Client Care Kardex, Unit Client Report Sheets:** The chart is a legal document owned by the hospital or agency. Copying of charts at the hospital or any agency is forbidden. This includes hard copy documentation and computerized documentation. Any photography or photocopies of a Client Care Kardex or Unit Client Report Sheet must be disposed of at the hospital or agency prior to leaving the agency for the day.

If it is determined that a breach of confidentiality has occurred as a result of a student’s actions, that student can be liable for damages that result from such a breach. Action to decertify or seek disciplinary action with the licensing board may be taken by the hospital against the student. The hospital may terminate the contract for observation with the educational institution based on a single breach of confidentiality by a student.
Practical Nursing Program Specific Policies

Nursing Program Dismissal & Re-Entry Policy

**Purpose:** Establish dismissal and re-entry guidelines and processes.

**Overview:** Students may withdraw from the program for personal reasons or due to course failure. Course failure occurs when students do not meet/maintain academic GPA requirements for theory or lab course objectives, fails to meet attendance requirements for program, and/or fails to meet conditions of learning contract. In these situations, students may be allowed one opportunity to re-enter the program if space permits. Program students who are involved in any incident or lab situation that puts the client, student, lab affiliate, faculty or college at risk is subject to dismissal from the nursing program and are not eligible for re-entry to the program.

**Scope:** All current, past and potential students

**Policy/Procedure: Conduct Related Dismissal**

Conduct that puts the client, student, lab affiliate, faculty, or college at risk is deemed inappropriate. The following are examples of such conduct but are not all-inclusive:

- Gross negligence resulting in actual or potential harm to client or family (safe practice policy)
- Verbal threat of physical harm (assault)
- Physical violence (battery)
- Falsifying the medical record
- Dishonest verbal or written communications
- HIPAA Violation (breach of confidentiality)
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from clinical site, college, or faculty
- Practicing under the influence of drugs or alcohol

Other dismissal issues which render the student ineligible for re-entry include violation of program policies, academic dishonesty, electronic device and social media policy, or unsafe practice.

**Note:** Any incidence of threat or assault & battery against individuals or the institution will be immediately reported to the appropriate authorities (both internal to the college and/or law enforcement agencies).

Green River College Judicial Programs maintains and administers the Student Code of Conduct, which is comprised of Washington Administrative Codes that outline the rights and responsibilities of students attending Green River College. Further information regarding disciplinary/grievance procedures can be found online at Green River College Student Affairs-Judicial Programs
Nursing Program Re-Entry Policy

Student will meet with the Director of Nursing and the Dean of Health Sciences and Education to discuss options for re-entry upon withdrawal. Not all students will be eligible for re-entry.

The student will submit a written request to the Director of Nursing and the Dean of Health Sciences and Education requesting re-entry into the program. The student must explain the reasons he/she was not successful in previous program and provide a detailed plan for success if re-entry is granted. If accepted for re-entry, the student should expect to re-enter the program with a learning contract.

A learning contract will be drafted.

The Director of Nursing and the Dean of Health Sciences and Education will provide the student plan to nursing faculty. Faculty must sign off on and approve the student’s plan and may participate in the creation of the learning contract for student, if enrolled in program.

Students who elect to not accept conditions of the learning contract will not receive approval for re-entry.

Students who re-enter the program must comply with program policies.

Students will be allowed re-entry only if space is available and only into the Fall and Winter Quarters of the academic year following the withdrawal. There are no program re-entries in the Spring or Summer Quarters. If a student was not successful in Spring/Summer, they will be required to remediate and re-enter into the Winter Quarter, even if that material was successfully completed in the first attempt. This will be at the students own financial expense.

Student must retake previously failed or incomplete courses.

Students, who withdrew for academic insufficiency, must complete remediation contract if one was implemented at the time of withdrawal. The request letter for re-entry must document completion of such contract.

Students must participate in a one credit independent study with faculty to remediate previously completed courses. This includes all theory coursework and laboratory skills. Students will be expected to pass a dosage calculation exam, an exam covering all theory content from the previously completed courses and demonstrate proficiency in all skills from the previously completed courses.

Students granted re-entry must pass all the objectives of the program academic requirements in order to continue in the program. No revisions to the learning contract or probationary period will be provided.

Students who are offered re-entry and decline will not be offered re-entry again.
If the student is granted acceptance for re-entry, they must submit a signed learning contract agreement. The student is responsible to set up a conference with the Director of Nursing and the Dean of Health Sciences and Education at an agreed upon date prior to the re-entry date to provide clear understanding of learning contract and plan of action. Failure to contact the Director of Nursing and the Dean of Health Sciences and Education as required will automatically cancel the re-entry agreement.
Academic Honesty & Plagiarism Policy

**Purpose:** Establish and maintain guidelines for Academic Honesty and Plagiarism

**Overview:** Plagiarism occurs when students knowingly submit someone else’s ideas or words as their own. Plagiarism is an act of intentional deception. Not only is this dishonest, but it also denies those students of the most important product of their education – the actual learning. If the instructor suspects that anyone has plagiarized, the student will be invited to a one-on-one conversation and will ask the student to show proof that the work in question is not copied. This includes acts of self-plagiarism, or re-submitting work for which one has already received credit. If found to have committed academic dishonesty, the student will fail that single assignment and may, depending on the seriousness of the offense, fail the course. In any case, the student might fail the class after a second incident of plagiarism.

The procedure for due process will be followed. It is the ethical responsibility of students to identify the conceptual sources of work submitted. Failure to identify sources is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

(1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.
(2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline

**Scope:** All Green River Nursing Assistant Students

**Policy/Procedure:** Academic Honesty and Plagiarism
All written assignments will be checked with VeriCite anti-plagiarism software to assure compliance. Assignments should be submitted through Canvas using VeriCite. Students whose assignment is found by VeriCite to contain more than 15% from online / other student’s submissions will receive a zero for that assignment.

The first offense will result in the student earning a “0” on the assignment, and depending on the seriousness of the offense, the student may be referred to the Director of Nursing, the Dean of Health Sciences and Education and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action.

The second offense will result in the student being dismissed from the program and referred to the Director of Nursing, the Dean of Health Sciences and Education, and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action (penalties range from a warning to college dismissal or revocation of admission and/or degree). For more information about the GRC judicial process visit: GRC Judicial Programs
Problem Resolution / Grievance Policy

**Purpose:** Establish and maintain guidelines for resolving problems and identify student grievance procedures.

**Overview:** In order to create an atmosphere conducive to learning, there should be a mutual respect between faculty and students. If a problem should arise, it can often be resolved by direct communication between the student and faculty member. If the problem remains unresolved, there are further steps for the student to take.

**Scope:** All Green River Nursing Assistant Students

**Policy/Procedure:** Resolving Student/Faculty Conflicts

**Step 1:** Schedule an appointment to speak with the specific instructor with whom the conflict is with, and express concerns. If the differences are resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 2. Similarly, if the instructor does not respond to your attempts to make contact after a reasonable time (2 to 3 business days), you may contact the Director of Nursing.

**Step 2:** Schedule an appointment with the Director of Nursing. The Director will investigate the issue and possible solutions. The Director will then discuss the possible solutions with the student. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 3.

**Step 3:** Schedule an appointment with the Division Chairperson to explore options for resolution. The division chair will, within 10 business days, call a meeting between the instructor and student to resolve the issue. If a meeting is not practical, the chair may seek other means of resolving the matter such as a phone call or email communication, but you should generally expect to attend a meeting that will include the division chair and your instructor.

The division chair's responsibility is to help find a resolution, not determine who is right or wrong. If the instructor involved in the complaint is the division chair, then the matter will be referred to another division chair, preferably one under the same Dean. Contact the office of the Dean over your instructor's division for a referral. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 4.

**Step 4:** If the complaint cannot be resolved by the two previous steps, or if 10 business days have passed from when the division chair was notified of the complaint, the complaint may be referred to the Dean of Health Sciences either by you or the division chair. The Dean will meet with the faculty member, division chair and student to resolve the complaint within 10 business days of the complaint being referred to their office. The Dean may choose to meet with all of you at once or separately.

**Step 5:** If the previous steps have not come to a resolution, the complaint shall be directed to the Vice President of Instruction for final resolution.
(Student complaint process May 1 2017).

Grievance Procedures can be found under the Academic Rights/Responsibilities tab at: GRC Judicial Programs
Kaplan Nursing Review & Testing Policy

Kaplan Integrated Exams will be required as part of the curriculum. They test student knowledge relating to a specific topic in nursing and are used to assess student understanding and application of theory and clinical practice. Students that do not achieve benchmark scores will be required to remediate their testing to ensure that they understand what concepts were missed and why.

Kaplan Nursing provides a comprehensive review and realistic practice that facilitate student learning and guarantees NCLEX success. As part of the GRC Practical Nursing Program, GRC enters into an agreement with Kaplan Nursing that provides our students with the resources necessary to be successful on the NCLEX-PN examination. GRC invests $450 for each student, and with that investment comes specific obligations that must be met, both on part of the school and the student in order to guarantee success. One of those stipulations is that the student must participate in all assigned Kaplan tests and be in attendance for the entirety of the Kaplan Review sessions. These review sessions go over the fundamental aspects of the NCLEX-PN and prepare the student for their examination. Failure to complete the required Kaplan testing and review sessions will result in the student being held financially responsible for the entirety of the $450 Kaplan fee. This fee will be applied to the student’s account at Green River College.

As part of the Kaplan review process, at the completion of the program students will complete an NCLEX-PN Readiness Exam that tests knowledge and critical thinking relating to Practical Nursing. Further, this exam assesses the probability of successfully passing the NCLEX-PN given the student’s current level of knowledge. Students that do not achieve benchmark scores will be required to remediate their testing to ensure that they understand what concepts were missed and why. Students who do not complete remediation prior to the end of the summer quarter may receive an incomplete grade until remediation is successfully completed. At that time the student would then be eligible for graduation and licensure.
Pinning Ceremony

**Purpose:** The purpose of the Pinning Ceremony is to recognize nursing students’ successful completion of the requirements for the Certificate in Practical Nursing and their qualifications as candidates to sit for the licensing exam as Practical Nurses. This activity is meant to be a culminating experience for eligible nursing students, their families and friends, as well as, nursing faculty, staff, and college administration. To be eligible, students must have completed all coursework and meet all program criteria. This ceremony is in addition to the annual Green River College graduation exercises which are optional for Practical Nursing Program graduates.

**Planning:** The Student Class Representative is responsible for organizing a Pinning Ceremony Committee to work on the details of the event. Some classes wish to add individual touches, and if you have new ideas you wish to incorporate, the faculty will consider them. The Pinning Ceremony Committee should schedule an initial planning meeting with the Director of Nursing no later than the third week the Spring quarter. The Pinning Ceremony Committee is responsible for coordinating this activity and serving as a liaison between the class and Nursing Program Faculty. The Director of Nursing should be kept informed of all discussions and plans, either through formal meetings or written memos. Final class voting regarding all planning decisions must be attached. Plans cannot proceed until the Director of Nursing has given written approval.

**Program Format:** The usual format for nursing pinning ceremonies is as follows:

**Invitations:** Each nursing student will be responsible for inviting their family and friends. The Nursing Program will be responsible for sending invitations to local hospitals, nursing staff, administrators, faculty, and other key members of the community.

**Printed Programs:** The Department of Nursing will be responsible for printing the pinning ceremony programs. These are passed out to attendees as they enter the building and include the order of the ceremony, graduate names, and faculty/staff/administration names. Other content may be added by the class with the Director of Nursing’s prior approval.

**Decorations:** Creativity and simplicity with decorations is encouraged, as students are responsible for putting up and taking down all decorations on the day of the pinning ceremony. Decorations must be approved by the Director of Nursing.

**Dress:** The pinning ceremony is a semi-formal event. If in doubt about a chosen outfit, please check with a nursing program faculty member. Consider that you will be on stage with your audience looking up towards the stage when choosing your attire.

**Format:** Components suggested for the pinning ceremony include:
Welcome Message – Given by the College President or Dean of Health Sciences and Education
Student Speaker – One graduate elected by the class.
Faculty speaker
History of the Nursing Pin – Nursing faculty or nursing student.
Pinning – Nursing faculty selected by Pinning Ceremony Committee
Closing Message – given by Nursing Faculty or Dean of Health Science
The total program should not exceed one and one-half hours in length.
Licensure Requirements

The Nursing Care Quality Assurance Commission regulates nursing practice via the Nurse Practice Act. Upon graduation from the Practical Nursing Program, students are eligible to apply to take the National Council Licensing Examination for Practical Nurses (NCLEX-PN), Licensure.

Application forms can be found at Washington State Department of Health
The Green River College Nursing Club was founded in 2012 and is an ever-evolving student organization. Special events and projects are arranged by the students, for student benefit, during the nursing program. A faculty member is charged with being the Nursing Club Advisor for consultation and supervision. The leadership structure currently includes the following elected positions:

- President
- Vice-President
- Secretary
- Treasurer
- Historian

The cohort will organize their membership and leadership team in the winter quarter in consultation with past leadership under the direction of the Nursing Club Advisor.

"It shall be the purpose of this organization to bring together the Green River College Nursing students with those Green River College students and other individuals who are interested in the field of nursing or the Green River College Nursing programs, for the purpose of providing service, outreach, and additional educational opportunities, through an atmosphere of friendly camaraderie and fellowship."

-Original Club Charter 2012
References & Letters of Recommendation

References: The Green River College Nursing Department faculty will, at their discretion, provide a reference for students who have received approval from the faculty prior to submitting them as a reference on applications.

Letters of Recommendations
Students are encouraged to determine of the place of potential employment a specific form or format is required and if the facility wishes for specific student abilities or attributes must be addressed in the letter. The following guidelines have been established:

Requests for letters must be received in writing by the faculty member. Electronic requests are acceptable. The request must include the following information:
Name of Student
Name and contact information of the facility where applying
Detail of any involvement in student leadership, clubs or activities
Detail of any volunteer or civic organization participation

Letters will be submitted to the facility or employer directly, so the student should provide the appropriate contact information in the request.

Letters will be based on student performances as observed by faculty who has interacted with student and may include issues such as: punctuality, dependability, integrity, potential and ability to function as a team as well as academic and lab competence.
Nursing Assistant Program

Introduction

This handbook for Nursing Assistant students was developed by the nursing faculty to ease your transition into the program. It is filled with policies, procedures, and guidelines pertinent to Green River Nursing Programs. Included are copies of forms for your records which you will be required to sign.

The program of Nursing Assistant offers you the opportunity/goal to gain knowledge, skills, and growth. The intent of this handbook is to assist you in achieving those goals. Please become very familiar with this handbook, recognizing it is not a substitute for counseling through the academic advising department or faculty mentoring.

In addition, you should read the Green River College Student Handbook. This provides information for all Green River College students regarding policies and procedures governing your rights and responsibilities as a student of Green River Community College. A copy of the Green River College Student Handbook is available from the Green River College website or from your academic advisor.

Students in the Nursing Assistant program are required to adhere to the policies, procedures, and information in both the Green River College Student Handbook and the Nursing Assistant Programs Student Handbook.

Periodically throughout the Nursing Assistant Program, faculty may give quizzes on the content of the Nursing Assistant Student Handbook.
Program Mission & Philosophy

MISSION
The Mission of the Green River College Nursing Assistant Program is to provide quality education to prepare students as safe, competent practitioners within our diverse healthcare community. Graduates of the Green River College Nursing Assistant Program will be qualified candidates for the successful completion of the NNAAP Nursing Assistant Examination.

The Nursing Assistant Program is an integral part of the Green River College and agrees with the Green River mission statement, goals, and philosophy.

PHILOSOPHY
Program Philosophy: The nursing faculty values all members of the collaborative healthcare delivery team. The faculty believes in preparing all students to be safe, quality, and competent practitioners within each level of nursing assistant practice and within their scope of practice.

Philosophy of Education: Nursing Assistant education is a collaborative process which values the individuality of each student. Adult learning principles are more effectively applied when the student is actively engaged in his or her learning. The faculty promotes critical thinking regarding related concepts throughout the nursing assistant process and the evaluation is based on the satisfactory performance of the individual course criteria.
Nursing Assistant Program Outcome Objectives

Upon successful completion of the Nursing Assistant program at Green River College the student will:
- Be a safe practitioner and know their role.
- Be able to solve problems in varying degrees.
- Be able to make less complex decisions using critical thinking skills.
- Be responsible for their own behavior
- Function on a team or within a group in a nurturing, positive manner.
- Relate to people of all ages.
- Learn to continue to learn.

Curriculum Concepts

The content included in the conceptual framework is representative of the mission, values, beliefs, and practices of the nursing faculty.

PROFESSIONAL ROLE: Professional role involves a commitment to the profession of nursing assistant, a commitment to abide by the rules and regulations set forth by the regulating and professional organizations and to demonstrate an appreciation for the values of the nursing assistant profession, to incorporate into the professional career a life-long learning concept and a commitment to maintaining a strong knowledge base in the ever-changing environment of the healthcare field. In addition, becoming a healthcare professional requires students to arrive on time to theory or community lab, be in appropriate attire and be respectful of classmates, faculty, and clients.

COMMUNICATION: Communication is a dynamic process of information exchange utilizing both verbal and non-verbal modes. Therapeutic communication skills are utilized to transmit relevant, accurate, and complete information in a concise and clear manner. It demonstrates knowledge, caring, and cultural awareness and is directed toward the promotion of positive health outcomes and the establishment of therapeutic relationships.

SAFETY: Safety includes all behaviors that ensure the wellbeing of self and others. It begins with the assessment of one’s own needs in order to attain maximum physical and emotional wellbeing and progresses to wellbeing of the environment and that of other individuals.

TEACHING/LEARNING: Teaching and learning are processes by which information is shared between and among individuals. The goal of educating individuals is to facilitate informed decision making, to expand knowledge, and to change behaviors. Concepts should be introduced from simple to complex and should have the ability to be applied to specific situations.

CARING: Caring encompasses those behaviors that demonstrate a genuine concern for another individual, a demeanor that is sensitive to another’s real and potential needs and performing nursing assistant skills and care in a safe and effective manner that transmits a consistent caring
presence while treating the individual with respect and dignity. It denotes a personal sense of commitment to and responsibility for the individual, the family, or the community that one serves.

**CULTURAL AWARENESS:** Cultural awareness is the act of recognizing and respecting the importance of cultural differences. Culturally competent nursing assistant care is defined as being sensitive to issues related to culture, race, sexual orientation, social class, and economic factors. The people of our college district can be seen as a tapestry woven of many. The faculty has a strong belief in cultural awareness and sensitivity strands. Our culturally competent care will be defined as being sensitive to issues related to culture, race, gender, sexual orientation, social class, and economic factors. Students and faculty will be asked to examine their own cultural values, beliefs, and cross cultural communications styles. Students and faculty will be asked to study cultural diversity concepts and apply them both within the classroom and in their practice in the community lab setting.
Nursing Assistant Courses

The Nursing Assistant Program at Green River College consists of three separate yet complementary parts.

The **theory** portion of the program is taught in the classroom utilizing a variety of teaching methods to facilitate the transmission of nursing assistant knowledge. Teaching occurs from simple to complex as each course builds from a foundation to a holistic product.

The **campus skill laboratory** simulates healthcare settings that will enhance nursing assistant skills utilized to deliver care to clients in actual healthcare facilities.

The **community laboratory** consists of those healthcare facilities where the student combines the knowledge learned in the theory courses and the campus laboratory and applies them in delivering care to clients.

These three components are taught congruently and each must be successfully completed in order to complete the course.
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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSA 110</td>
<td>Students develop the concepts and knowledge necessary to provide entry level nurse assistant care.</td>
<td>Define/discuss: abuse, risk management, guardian, power of attorney, devices, inefficacious DSHS, AARP, alert charting. Describe/discuss use of computers for client/resident medical records. Define/discuss medical assistant devices. Explain the nursing process as it relates to the care setting with a focus on focus documentation and implementations. Describe/discuss your scope of practice. Define/discuss specific details of positive psycho/social/spiritual care of clients, residents, and clients. Define/discuss positive physical/restorative care of clients, residents, and clients.</td>
</tr>
<tr>
<td>NRSA 111</td>
<td>Students apply knowledge and develop the physical skills necessary to provide entry level nurse assistant care.</td>
<td>Identify positive behaviors of a nurse assistant. Define/discuss specific details of positive psycho/social/spiritual care of clients, residents, and clients. Define/discuss positive physical/restorative care of clients, residents, and clients. Define: feeding tubes, gastrostomy suppositories, enemas, dressing changes, blood glucose checks, special feeding techniques, colostomy, cath care, subrapubic, ureteral, pericare, orthostatic vital signs, hemodynamic, triage, priority, prothesis.</td>
</tr>
<tr>
<td>NRSA 127</td>
<td>Provides education and training in infant, child, and adult cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), and bag-mask valve techniques for individuals who are responsible for delivering emergency care. Taught according to American Heart Association guidelines for Health Care Providers. An</td>
<td>Identify the signs and symptoms of heart and brain attack. State the elements in the chain of survival for heart and brain attack. Identify the major signs and symptoms of choking of ages throughout the life span. Describe and demonstrate the major elements of CPR. Describe and demonstrate the use of the Automated External Defibrillator (AED). Define human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS). State the standard precautions used to prevent transmission of human immunodeficiency virus.</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
<td>Learning Outcomes</td>
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<td>American Heart Association Health Care Provider card will be awarded upon successful completion of the course. Also provides education and training for health care providers of Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) including: medical aspects, epidemiology, transmission, prevention, and treatment.</td>
<td>(HIV). Identify individuals at risk for HIV and describe testing methods. Identify clinical manifestations of HIV/AIDS.</td>
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Fees & Additional Expenses

**Approximate Cost of Program** (Tuition not Included)

<table>
<thead>
<tr>
<th>Required Items</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (Textbook, Workbook and Dictionary)</td>
<td>159.00</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>50.00</td>
</tr>
<tr>
<td>BLS Card (AHA adult, infant, child, AED)</td>
<td>Included</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>21.00</td>
</tr>
<tr>
<td>Accident/Injury Insurance</td>
<td>Student Arranged</td>
</tr>
<tr>
<td>Health/Illness Insurance</td>
<td>Student Arranged</td>
</tr>
<tr>
<td>Scantron Test Answer Sheets</td>
<td>5.00</td>
</tr>
<tr>
<td>Uniform Top</td>
<td>20.00</td>
</tr>
<tr>
<td>Uniform Pants</td>
<td>13.00</td>
</tr>
<tr>
<td>Name Tag</td>
<td>8.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>20.00 and up</td>
</tr>
<tr>
<td>Gait Belt</td>
<td>12.00 - 30.00</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>45.00 and up</td>
</tr>
<tr>
<td>Blood Pressure Cuff</td>
<td>30.00 and up</td>
</tr>
<tr>
<td>Watch with Second Hand</td>
<td>20.00 and up</td>
</tr>
<tr>
<td><strong>Approximate Total</strong></td>
<td>403.00 and up</td>
</tr>
</tbody>
</table>

Nursing Assistant Fees

This list does not include transportation costs, campus parking, meals, lodging for students, or tuition and other college fees. Please refer to the GRC website for the current tuition rates and fees: [GRC Tuition & Fees](#)

**Approximate Cost of Certification**

<table>
<thead>
<tr>
<th>Required</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Certification Exam (each time taken)</td>
<td>110.00</td>
</tr>
<tr>
<td>Certification Application Fees with Department of Health</td>
<td>65.00</td>
</tr>
<tr>
<td><strong>Approximate Total</strong></td>
<td>175.00</td>
</tr>
</tbody>
</table>

Nursing Assistant Cost of Certification

Subject to change.
Application & Admission Requirements

The Green River College Nursing Assistant Program is a one-quarter program. Program capacity is 20 students, which is determined by available faculty. All applications to nursing assistant programs are to be submitted as directed on the nursing assistant website: Nursing Assistant

It is strongly recommended that the prospective applicant attend a general nursing assistant information session sponsored by the Career and Advising Center. We also encourage all prospective students meet with a Health Occupations Advisor in career and advising for more program information. The following are the requirements for entry into the Nursing Assistant Program:

Applicants must be 18 years of age.
Must be a current GRC Student with a valid Student Identification (SID)
Pass a Washington State Background Check

Background Check: In compliance with the Child/Adult Abuse Information Act (RCW 43.43.830-43.43.840), each applicant must complete and undergo a Washington State DSHS Background check (see appendices). The check will be done prior to acceptance into the program. Each student must also consent to the Washington State Patrol Background Check (WATCH), which is also required prior to admission to the program and the applicant will complete the DSHS form to be eligible to attend community lab. A criminal record may prohibit a student from participation in community lab/Community Lab courses in the program.

The student is aware that, when submitting such background checks, he/she automatically releases the results to the Health Sciences Division and that the results will be shared with affiliating agencies that provide Community Lab experiences in the program. Appropriate agency personnel evaluate all positive background checks, and at their sole discretion, make the determination if the individual student can participate in Community Lab experiences in their agency. Should a Community Lab agency refuse to place a student based on the outcome of the background check, the student may be unable complete the program. The school has no responsibility for arranging alternate Community Lab placements.

Complete Immunizations:
2-step TB
Flu Shot

Possess medical and liability Insurance

Liability Insurance: Students need to have proof of liability insurance of $1,000,000/3,000,000 which can be purchased at the cashier’s office window in the Mel Lindbloom Student Center (approximate cost $21.00) at the beginning of the quarter.

English Fluency: Successfully completed College-level English with a grade of 2.5 or higher, have a US bachelor’s degree or be eligible for I-Best academic support through CASAS testing.
APPLICATION PROCESS:

The application process can be viewed on the Green River College nursing assistant website. For questions or concerns regarding the Application Process, please contact the Health Sciences Advisor in the Career and Advising Center at 253-833-9111 ext. 2812. Complete and submit the application to Enrollment Services by the due date posted online each quarter.

Green River College
Enrollment Services
C/O: Nursing Assistant Application
12401 SE 320th ST.
Auburn, WA. 98092-3622
NURSING ASSISTANT PROGRAM STANDARDS

Classroom Theory Standards – NRSA 110

CLASSROOM PREPARATION/PARTICIPATION STANDARD
It is the philosophy of the Nursing Assistant Program that learning is a shared responsibility. As a result, the faculty has developed a planned course of study which requires the student to attend all course sessions prepared for class. This includes: being on time to all theory, completing all assignments which will require the learner to commit adequate time to assigned learning activities, i.e., textbook readings, workbook assignments and Community Lab skills practice. In theory, the student’s active participation through discussion, clarification, validation, critical thinking, role playing, etc., in an interactive atmosphere will facilitate success.

The student should plan to spend 3-4 hours of study outside of class each night. It is very difficult to maintain full-time work while in the nursing assistant program. It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Students need to arrange their schedule to receive adequate rest. Students found sleeping in class will be required to leave and will receive a "0" for that day’s attendance.

Any absence needs to be communicated directly with the faculty and community lab setting. After the first absence students will meet with faculty to discuss course work. See Attendance Policy for further details.

Communication: Students must maintain a current telephone number and address with their lab instructors and the nursing program’s office. Email communication using your Green River email address is a necessity.

Electronic communication is essential for success in the Nursing Assistant Program. Students are responsible for reading email postings on a daily basis. Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner. Demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required.

Parking: Students must park in student parking areas designated by the college.

Children are not allowed in the classroom or on campus or community lab settings. Students are expected to arrange for appropriate child care.

Cell phones and other electronic devices are to be left on silent mode in the classroom. Cell phones should not be answered during class. If there is an emergency requiring answering of a cell phone, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.
Canceled Classes: On occasion school is cancelled due to weather conditions. Currently, Green River College announces cancellations on local radio and television stations, and through the campus notification system (contact Campus Safety for information on signing up for automatic text alerts). If the instructor is notified of the cancellation, the cancellation will be announced via email.

DRESS AND PERSONAL HYGIENE STANDARD
Students in the Nursing Assistant Program at Green River College are assuming new roles and responsibilities and are therefore, expected to be professional in appearance. Public presentation (i.e. dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the nursing assistant profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the school and program’s reputation and image.

Unacceptable clothing for either gender includes any clothing other than Green River College nursing assistant scrubs in hunter green with “GREEN RIVER” embroidered on the left chest.

Expectation of cleanliness includes adherence to oral and personal hygiene, freshly laundered and properly fitted clothing, and avoidance of strong odors and fragrances.

EVALUATION STANDARD
Evaluation of the student nurse assistant is based upon theoretical knowledge and the application of the knowledge and skills in the Community Lab setting and demonstration of professional behaviors. Since the student works in critical life situations, their Community Lab performance must reflect safe and competent nursing assistant care of increasing complexity.

All theory courses are graded using a numerical grade point. In the Nursing Assistant Program, the grade assigned for each course is based upon the raw score percentage of total achieved points divided by total possible points.

Total number of correct items
Total number of test items = %. As an example: There are 20 questions and the student answered correctly 16 of 20; 16 divided by 20 is then 80%.

Once enrolled in the program, the student must maintain continuous satisfactory progress by demonstrating competence in both theory and lab components of all required courses with a grade of “2.5” or better. Failure to show competence and/or commission of unsafe lab practice constitutes a course failure regardless of theory grade and halts progression in the program.

Grading: Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus. Grades are determined as follows:
Achieving a grade of 2.5 or higher in all Nursing Assistant courses is required to for program completion.

**Grade Appeals:** Green River College Handbook States: Students who believe they have incorrect grades, must check with their instructors. Only instructors may submit grade changes to Enrollment Services.”

**All-Campus Emergency:** In the event of a major campus emergency or closure, course requirements, deadlines and grading percentages are subject to change. These changes will be posted on the Canvas website or can be obtained by contacting the instructor via email or phone.

**Late assignments** will receive a 10% deduction for each day that they are late. The penalty is calculated using the total points for the assignment. Assignments are late if they are not turned into the instructor by end of class day or as determined by instructor, of the day the assignment is due. In-class assignments and discussion forum posts will not receive credit if late unless stated otherwise by faculty. Assignments that are more than 4 days late will not be accepted unless faculty and student have negotiated and mutually agreed upon an alternative submission date in advance.

**Incomplete:** The student may receive an "I" grade when, as the result of a serious illness or other justifiable cause, course work cannot be completed in a given quarter. This is subject to faculty and program review and an agreement between student and faculty for completion of course will be established.
**Testing:** Classroom theory provides the knowledge basis for safe practice in the lab. Students are expected to arrive on time at each scheduled theory course exam. Inability to take a test on dates scheduled due to illness or other extenuating circumstances will receive a 10% deduction. Students with test scores of 80% or below on three tests are unable to transfer learning from academic to the lab areas and will be withheld from progressing in the Nursing Assistant Program. There will be no additional make-up work or extra credit.

**The final exam** will be administered according to the Final Examination Schedule published in the Green River College quarterly class schedule. There will be no exception. Students must take the final exam in order to pass the course.

In addition, the following guidelines apply:

- Arrive 15 minutes before test start time. Be prepared, remain calm, and think positive.
- Tests are taken without the use of personal or phone calculators, phrase books, dictionaries, CD's, tape recorders, or any type of earphone devices.
- Cell phones are to be put away and shut off.
- Desks are to be clear with exception of writing utensil, Scantron, and program approved calculator if appropriate per faculty.
- Talking is not allowed during testing session.
- Keep your eyes on your test. Glancing from side to side will result in removal of test and a score of 0 for the exam.
- Do not leave the room after receiving the test. Once leaving the room for any reason student will be expected to turn in their test and Scantron, and their testing session will be over.
- Test and Scantron sheets will be returned to faculty member when finished.
- Weekly tests will be 50 minutes in length.
- After leaving the testing room, please be considerate of those in the classroom and refrain from discussions in the vicinity of the classroom hallway, keeping noise down as other classes will be in session.
- Once student has exited from classroom, do not return until testing is completed.

**Classroom Test Review Policy:**
Scantrons will be graded with the correct response printed beside the incorrectly selected answer. The test and Scantron will be returned to the student within one week of the test date during a regularly scheduled class period.

Classroom conduct will include the instructor's explanation of scoring. Questions of general interest will be reviewed in the classroom. Individual questions may be answered by a later appointment with the instructor.

Test review is a privilege during which students and instructor interact professionally concerning concepts that have been tested and not intended to gain points back for student GPA. Test review will be terminated if this privilege is abused. Final tests may be reviewed the following quarter by emailing the instructor for an appointment.
Various written papers are required to meet objectives in the Nursing Assistant Program. All papers will be written according to the format prescribed by the Instructor and subject to plagiarism software review. For more information regarding plagiarism, please review the plagiarism policy.
CAMPUS LAB PREPARATION/PARTICIPATION STANDARD

Students are required to wear their scrubs/uniform and be in the appropriate attire in order to attend campus and community lab. You must have a leather shoe which is closed toe and has a back. The color may be brown, black, or navy. You must have your supplies with you at all of your campus and community labs including: wearing your name tag properly on your uniform, bringing your gait belt, stethoscope, blood pressure cuff, Scantron answer sheets, and watch. It also includes meeting the standards listed in this handbook on hairstyles, cosmetics, nail care, body piercings, jewelry, scents, tattoos, gum, head drapes/wraps, uniform fit, hosiery, rings and smoking. The Campus Skills Laboratory (CSL) makes available the opportunity for the student to learn and practice basic skills in preparation for the administration of quality care to the consumer. The lab setting contains updated learning resources such as audiovisual equipment, scientific charts and models, and disposable and non-disposable supplies utilized in client care.

The lab can provide a simulated hospital and Community Lab environment, with various equipment and life-size manikins to simulate client care situations.

It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Students need to arrange their schedule to receive adequate rest. Students found sleeping in class will be required to leave and will receive a "0" for that day’s attendance.

Any absences beyond 16 hours over the course of the entire program, requires a written Doctor’s Clearance and/or Release to Work (see appendices) signed by one of the following: Nurse practitioner, physician assistant or medical doctor.

Communication: Students must maintain a current telephone number, Green River Email Address, and home address with their lab instructors and the nursing programs office. Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner; and demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required. Fluency in the English language will be necessary as it is used for the NNAAP Exam.

Parking: Students must park in student parking areas designated by the college.

Children are not allowed in the classroom, or campus or community lab settings. Students are expected to arrange for appropriate child care.

Cell phones and other electronic devices are to be left on silent mode in the classroom. Cell phones should not be answered during class. If there is an emergency requiring answering of a cell phone, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.
**Canceled Classes:** On occasion school is cancelled due to weather conditions. Currently, Green River College announces cancellations on local radio and television stations, and through the campus notification system (contact Campus Safety for information on signing up for automatic text alerts). If the instructor is notified of the cancellation, the cancellation will be announced via email.

**DRESS AND PERSONAL HYGIENE STANDARD**
Students in the Nursing Assistant Program at Green River College are assuming new roles and responsibilities and are therefore, expected to be professional in appearance. Public presentation (i.e.: dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the nursing assistant profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the School of Nursing and influences the school’s reputation and image.

The Green River College (GRC) student uniform will be worn for campus lab in your role as a student of the GRC Nursing Assistant Program unless otherwise directed by the course faculty.

It is the intent of this program to set standards of personal appearance to project a positive professional image.

**Uniform & Name Tag:** The uniform may be purchased at the Paper Tree Book Store. Any student who shows up at Community Lab in violation of the uniform codes will be sent home and it will be counted as an absence. The nursing assistant uniform consists of top and pants or skirt in “Hunter Green” for NA students. A white shirt may be worn under the uniform top but the sleeves of undershirt must not extend beyond the sleeves of uniform top unless necessary to conceal tattoos.

When at Community clinical site in your role as a student of GRC Nursing Assistant Program, your nametag and must be visible at all times and worn above the nipple line. Purchase of nametags will be arranged prior to the first day of Community Lab and are available at the bookstore in the Student union building. Uniforms and other clothing worn to the campus or community lab will be freshly laundered and unwrinkled.

Uniform fit must be consistent with a professional appearance. Uniforms must be sized adequately to allow for all movements necessary for client care without exposing any torso skin or chest cleavage. Uniforms also must not fit so tightly that movements are hampered or reveal unnecessary body form or undergarment lines. Skirts will be below the knee or above the ankle bone (no longer than the bottom of the individual’s ankle). Uniform pants must be hemmed to the top of the shoe. If a student desires to wear any form of headdress it must be a solid white/black/green (no print). Head drapes/rapms will be well secured and tucked inside and under the uniform top (scrub). The head dress will be clipped back in a manner so as to not drag across the client. The student’s full face must be visible at all times.
Uniform standards are to be adhered to any time the student is in uniform, i.e. both in campus lab and community lab.

**Shoes:** Clean, white, navy, brown or black leather/vinyl shoes acceptable. Backless shoes are unacceptable.

**Hosiery:** Hosiery is required and color must be solid white or neutral.

**Jewelry:** Other than the jewelry mentioned below, no other visible jewelry is allowed.

**Rings:** Students may wear one ring as long as it does not pose a threat to client skin integrity. A wedding set constitutes one ring.

**Body Piercings:** One pair of inconspicuous pierced earrings is acceptable. For your own safety, hoops or dangling-off-the-earlobe earrings are not allowed. No other body piercings can be visible, including tongue rings.

**Watch:** A constant second digital readout or sweep second hand watch is acceptable. The watch is considered necessary equipment and must be worn at all times during lab. Students without a watch may be considered as unprepared and sent home.

**Cosmetics:**
Make-up, blusher, mascara, eyeliner, applied lightly is acceptable. Exotic stage make-up is unacceptable (heavy, dark).
Clear, transparent nail polish on short, clean nails is acceptable. No artificial nails.

**Perfume/Scents:** Absolutely no use of artificial scents of any type (including lotions, or hair products) is allowed. Many people are allergic to the chemicals used in the fragrance; others find it offensive or may cause nausea.

**Smoking:** Smoking creates an added scent to those who smoke. This is unacceptable in community lab settings as many clients find it offensive and causes nausea. Students who smell of smoke will be sent home. Many healthcare facilities are 'smoke free' environments and therefore there is no smoking on the premises.

GRC is a tobacco-free campus. The use tobacco products is not allowed on college property and smoking materials must be extinguished and disposed of prior to entering any college property. This includes cigarettes, e-cigarettes, and smokeless tobacco.

**Hairstyles:** Natural hair coloring is acceptable. Exotic frosting/streaking is unacceptable. Long hair must be secured, neatly, off the shoulders. Facial hair should be kept clean, trimmed, and neat.

**Tattoos:** Some facilities utilized for community lab experience (all acute care facilities) require visible tattoos to be covered either by clothing or a bandage. Visible tattoos are to be minimized.
**Gum:** Gum chewing is neither acceptable, nor professional. Gum and chewing tobacco are not acceptable in the Nursing Assistant program.

Also included as uniform essential are: stethoscope, blood pressure cuff and a pen with black ink.

The student must understand that non-compliance with this personal appearance standard will not be tolerated and he/she will be sent home for the day and receive an absence and in jeopardy of being withheld from progressing in the program.

**EVALUATION STANDARD**

**Evaluation:** Failure to show competence and/or commission of unsafe Community Lab practice in the campus or community lab area constitutes a course failure regardless of theory grade and halts progression in the program.

**Return Demonstration:** All students will do return demonstrations for specific Community Lab procedures. Return demonstrations must be passed in the CSL prior to going into a community lab setting. If a student fails to demonstrate a procedure accurately, that individual may be afforded additional opportunities to demonstrate the procedure correctly.

**Grading:** Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus. Grades are determined as follows:

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Percentage</th>
<th>Grade Point</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>98-100%</td>
<td>2.4</td>
<td>79%</td>
</tr>
<tr>
<td>3.9</td>
<td>97%</td>
<td>2.3</td>
<td>78%</td>
</tr>
<tr>
<td>3.8</td>
<td>95-96%</td>
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<td>77%</td>
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<td>3.7</td>
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<td>3.5</td>
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<td>74%</td>
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<td>3.4</td>
<td>90%</td>
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<td>73%</td>
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<td>3.0</td>
<td>85%</td>
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<td>69%</td>
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<tr>
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<td>84%</td>
<td>1.3</td>
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<td>66%</td>
</tr>
<tr>
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<td>81%</td>
<td>1.0</td>
<td>65%</td>
</tr>
<tr>
<td>2.5</td>
<td>80%</td>
<td>0.0</td>
<td>Below 65%</td>
</tr>
</tbody>
</table>

Achieving a grade of 2.5 or higher in all Nursing Assistant courses is required to for program completion.
Passing status is required to progress from theory and campus lab to community lab. A No Pass in the campus lab prevents the student from progression in the program.

**Grade Appeals:** Green River College Handbook States: Students who believe they have incorrect grades, must check with their instructors. Only instructors may submit grade changes to Enrollment Services.”

**All-Campus Emergency:** In the event of a major campus emergency or closure, course requirements, deadlines and grading percentages are subject to change. These changes will be posted on the Canvas website or can be obtained by contacting the instructor via email or phone.

**Late assignments** will receive a 10% deduction for each day that they are late. The penalty is calculated using the total points for the assignment. Assignments are late if they are not turned into the instructor by end of class day or as determined by instructor, of the day the assignment is due. In-class assignments and discussion forum posts will not receive credit if late unless stated otherwise by faculty. Assignments that are more than 4 days late will not be accepted unless faculty and student have negotiated and mutually agreed upon an alternative submission date in advance.

**Incomplete:** The student may receive an "I" grade when, as the result of a serious illness or other justifiable cause, course work cannot be completed in a given quarter. This is subject to faculty and program review and an agreement between student and faculty for completion of course will be established.

**Written papers** are required to meet objectives in the nursing assistant program: All papers will be written according to the format prescribed by the Instructor and subject to plagiarism software review. For more information regarding plagiarism, please review the plagiarism policy.

**Professionalism:** Student arrives on time and prepared for class and lab. Professional communication with clients, peers, and faculty at all times.
Community Lab Standards – NRSA 111

The nursing assistant program will utilize a site for learning experiences to enable the student to observe and practice safe nursing assistant care. These experiences will include opportunities for the student to learn and provide nursing assistant care to clients in the areas of acute and chronic illnesses, promotion and maintenance of wellness, prevention of illness, rehabilitation, and support in death. Community Lab experiences will include opportunities to learn and provide care to clients from diverse ethnic and cultural backgrounds.

Community Lab facilities will be selected to provide learning experience of sufficient number and kind for student achievement of the course/curriculum objectives.

COMMUNITY LAB PREPARATION/PARTICIPATION STANDARD
Students will review the Community Lab standards and complete, with benchmark competence, the required learning activities, assignments and Campus Skills Laboratory (CSL) check-lists prior to the assigned Community Lab experience. The student will update and review previously learned skills as necessary to maintain a safe and acceptable level of performance.

Orientation: Students are required to complete individual facility agency orientations. This is provided by community lab faculty. In addition to standards set by GRC Nursing Assistant Programs, students will follow the procedures and policies of the facilities when assigned to Community Lab experienced in that agency.

Scope of Practice: Students are allowed to practice only those skills authorized by their Community Lab instructor upon return demonstration of the skill. Failure to practice within the students approved scope is considered unsafe and may lead to failure to progress in the program.

Scheduling and Assignments: Experiences are designed to help the student meet the objectives of the various levels in the program.

The facility size, availability, client census, student level, and theory content are considered. Schedules will be handed out at the beginning of each quarter so that students can make personal arrangements for transportation, job scheduling, child care, etc. On occasion, community lab rotation schedules may be changed by the instructor. Community Lab site assignments are determined by the Nursing Program.

Client/community lab assignments for each community lab rotation will be made by the instructor. Only the instructor has the right to alter the student’s assignment as needed to meet learning objectives.

It is unacceptable to refuse a client assignment. This action will result in disciplinary measures which could include dismissal from the program. If your client assignment is a relative or friend notify your instructor immediately.
Students are responsible to secure their own valuables in the community lab setting. Most nursing units have neither lockers nor any other secured storage available to students for personal belongings.

Students will not be in the community lab area outside of assigned times and assigned units without written permission and may not engage in any nurse assistant/client relationship at such times.

**It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.**

Students need to arrange their schedule to receive adequate rest. **Students found sleeping in class will be required to leave and will receive a ''0'' for that day’s attendance.**

Any absences beyond 16 hours over the course of the entire program, requires a written **Doctor’s Clearance and/or Release to Work** (see appendices) signed by one of the following: Nurse practitioner, physician assistant or medical doctor.

**Communication:** Students must maintain a current telephone number, Green River Email Address, and home address with their lab instructors and the nursing programs office. Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner; and demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required. Fluency in the English language will be necessary as it is used for the NNAAP Exam.

**Parking:** Students must park in student parking areas designated by the college.

**Children are not allowed** in the classroom, or campus or community lab settings. Students are expected to arrange for appropriate child care.

**Cell phones** and other electronic devices are to be left on silent mode in the classroom. Cell phones should not be answered during class. If there is an emergency requiring answering of a cell phone, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.

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demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the nursing assistant profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the School of Nursing and influences the school’s reputation and image.

The Green River College (GRC) student uniform will be worn for campus lab in your role as a student of the GRC Nursing Assistant Program unless otherwise directed by the course faculty.

It is the intent of this program to set standards of personal appearance to project a positive professional image.

**Uniform & Name Tag:** The uniform may be purchased at the Paper Tree Book Store. Any student who shows up at Community Lab in violation of the uniform codes will be sent home and it will be counted as an absence. The nursing assistant uniform consists of top and pants or skirt in “Hunter Green” for NA students. A white shirt may be worn under the uniform top but the sleeves of undershirt must not extend beyond the sleeves of uniform top unless necessary to conceal tattoos.

When at Community clinical site in your role as a student of GRC Nursing Assistant Program, your nametag and must be visible at all times and worn above the nipple line. Purchase of nametags will be arranged prior to the first day of Community Lab and are available at the bookstore in the Student union building. Uniforms and other clothing worn to the campus or community lab will be freshly laundered and unwrinkled. Uniform fit must be consistent with a professional appearance. Uniforms must be sized adequately to allow for all movements necessary for client care without exposing any torso skin or chest cleavage. Uniforms also must not fit so tightly that movements are hampered or reveal unnecessary body form or undergarment lines. Skirts will be below the knee or above the ankle bone (no longer than the bottom of the individual’s ankle). Uniform pants must be hemmed to the top of the shoe. If a student desires to wear any form of headdress it must be a solid white/black/green (no print). Head drapes/wraps will be well secured and tucked inside and under the uniform top (scrub). The head dress will be clipped back in a manner so as to not drag across the client.

Uniform standards are to be adhered to any time the student is in uniform, i.e. both in campus lab and community lab.

**Shoes:** Clean, white, navy, brown or black leather/vinyl shoes acceptable. Backless shoes are unacceptable.

**Hosiery:** Hosiery is required and color must be solid white or neutral.

**Jewelry:** Other than the jewelry mentioned below, no other visible jewelry is allowed.

**Rings:** Students may wear one ring as long as it does not pose a threat to client skin integrity. A wedding set constitutes one ring.
**Body Piercings:** One pair of inconspicuous pierced earrings is acceptable. For your own safety, hoops or dangling-off-the-earlobe earrings are not allowed. No other body piercings can be visible, including tongue rings.

**Watch:** A constant second digital readout or sweep second hand watch is acceptable. The watch is considered necessary equipment and must be worn at all times during lab. Students without a watch may be considered as unprepared and sent home.

**Cosmetics:**
Make-up, blusher, mascara, eyeliner, applied lightly is acceptable. Exotic stage make-up is unacceptable (heavy, dark). Clear, transparent nail polish on short, clean nails is acceptable. No artificial nails.

**Perfume/Scents:** Absolutely no use of artificial scents of any type (including lotions, or hair products) is allowed. Many people are allergic to the chemicals used in the fragrance; others find it offensive or may cause nausea.

**Smoking:** Smoking creates an added scent to those who smoke. This is unacceptable in community lab settings as many clients find it offensive and causes nausea. Students who smell of smoke will be sent home. Many healthcare facilities are 'smoke free' environments and therefore there is no smoking on the premises.

GRC is a tobacco-free campus. The use tobacco products is not allowed on college property and smoking materials must be extinguished and disposed of prior to entering any college property. This includes cigarettes, e-cigarettes, and smokeless tobacco.

**Hairstyles:** Natural hair coloring is acceptable. Exotic frosting/streaking is unacceptable. Long hair must be secured, neatly, off the shoulders. Facial hair should be kept clean, trimmed, and neat.

**Tattoos:** Some facilities utilized for community lab experience (all acute care facilities) require visible tattoos to be covered either by clothing or a bandage. Visible tattoos are to be minimized.

**Gum:** Gum chewing is neither acceptable, nor professional. Gum and chewing tobacco are not acceptable in the Nursing Assistant program.

*Also included as uniform essentials are:* stethoscope, blood pressure cuff and a pen with black ink.

*The student must understand that non-compliance with this personal appearance standard will not be tolerated and he/she will be sent home for the day and receive an absence and in jeopardy of being withheld from progressing in the program.*

**PROFESSIONAL BEHAVIOR STANDARD:** See Professional Behaviors Policy

**UNSAFE PRACTICE AND LAB MISCONDUCT:** The intent of this policy is to recognize the program’s responsibility to educate its students while providing safe client care. Any student
who engages in unsafe lab practice or lab misconduct will be asked to leave the lab setting, will be in jeopardy of failing the course, and will be subject to possible program dismissal.

**Unsafe Practice or Misconduct:** In any lab setting, unsafe practice or misconduct includes any behaviors that place, or have the potential to place, the client in imminent physical or psychosocial danger. Psychosocial danger includes, but is not limited to, psychological, sociological, cultural, ethnic, and spiritual trauma. Examples of unsafe lab practice and misconduct include, but are not limited to:

- Failing to assess or evaluate a client’s status or failing to report an incident involving actual or potential harm to a client.
- Failing to institute interventions as required by the client’s condition or failing to question an order when in doubt.
- Failing to document accurately or intelligibly
- Falsifying client care records (e.g., recording that medications, treatments, or observations were done when they were not, or recording they were done before their actual completion).
- Failing to perform actions in a manner consistent with school, hospital, or Community Lab policy (this may include giving untruthful information or reasons for not attending a Community Lab experience).
- Engaging in or attempting to engage in sexual misconduct with a current client, family member, or colleague.
- Causing or contributing to the physical or emotional abuse of the client.
- Performing activities for which the student is unprepared; failure to obtain adequate instruction or supervision in the performance of activities.
- Violating the confidentiality of information concerning the client (including copying medical records or printing computerized medical records), except where required by law or for the protection of the client.
- Appropriating for personal use medications, supplies, equipment or personal items of the client, agency, or institution (includes eating food intended for or belonging to a client).
- Attending Community Lab while impaired by any mental, physical or emotional condition to the extent the student may be unable to practice with reasonable skill and safety.
- Abandoning clients by leaving an assignment.
- Attending Community Lab while impaired by alcohol or drugs.
- Removing copies of the client medical records or medication records from Community Lab facility.
- Breaking something that belongs to the facility or a client and not reporting it.
- Conviction of a crime involving physical abuse or sexual abuse or relating to the practice of.

**Reportable Community Lab Occurrence:** Client safety is of paramount importance. Any incident which potentially or actually compromises the health and/or safety of a client is reportable to both the agency and Program Coordinator for GRC Nursing. Such instances include, but are not limited to:

Any time a client/classmate is purposely or accidentally harmed physically or in any other way.
In a case of a potentially reportable Community Lab occurrence, the student will report the incident to their Community Lab faculty immediately. Faculty and student complete a Reportable Student/Client/Client Occurrence form (see appendices) together. Completed form must be submitted within 24 hours of the incident for review by the Dean of Nursing, Health Science and Education. Failure to do so may result in immediate dismissal from the site and/or the nursing program. Student may be required to meet with faculty and/or director for corrective action. Corrective action may include immediate dismissal from the program.

PERSONAL HEALTH AND SAFETY STANDARD
Students must be officially registered in each nursing assistant course prior to attending and participating in the lab setting. Furthermore, students must be in good health status and capable of meeting all Nursing Assistant Physical Requirement Standards related to physical strength, dexterity, and movement; visual and auditory acuity; and mental and emotional functioning. In the lab area, the student may be exposed to violence, chemicals, radiation, and infectious agents that could be life threatening.

The student must be able to perform the work required in the program without limitation. The student will refrain from attending the lab area if any illness or injury would interfere with client safety.

Students who are pregnant must submit a letter from their physician stating any restrictions on their activities and the estimated date of delivery. Letters from physicians regarding student illness, injury, or pregnancy must include specific limitations or restrictions as well as a statement defining lab activities allowed. Any exclusion must be followed up by a written release from the student’s physician before returning to the lab setting.

Protective gear is available in the Community Lab settings. The student is expected to wear appropriate protection to prevent body fluid exposure, including goggles or face shield, gloves, and plastic gown, if needed. Personnel are professionally and ethically obligated to provide client care with respect for human dignity. Student assignments may include clients who are at risk for contracting or have an infectious disease such as HIV, AIDS, HBV, TB, etc.

Injury and/or Body Fluid Exposure in the Lab Setting: The student is expected to follow recommended treatment/steps for injury or body fluid exposure of the Community Lab site. Examples of incidents in the Community Lab areas to report include: Any break to skin integrity, needle sticks, body fluid splashes (urine, blood, vomit), neck and back strains, sprains, assaults by clients, injuries from equipment, etc.

Injury in the Community lab must be reported immediately to the instructor so that necessary medical care is provided and the proper forms are completed. The student and their lab faculty instructor are to notify the Program Coordinator for Nursing Director and Dean of Health Sciences and Education within two hours of such injury. A Reportable Student/Client/Client Occurrence form (see appendices) is due to the Director of Nursing and Dean within three days of incident.
In cases of injury or illness, the appropriate Community Lab facility personnel, such as the Risk Manager and/or Infection Control Practitioner, should be notified as soon as possible along with the unit nurse manager and/or the hospital Director of Nursing.

A written release from the student’s physician will be required before returning to the Community Lab facility (see appendices).

**STUDENT STANDARD REGARDING CLIENT INFORMATION:**

Use of Electronic Devices: In our current culture, technology has allowed a plethora of resources to be available through our cell phones and other wireless communication devices. These resources can be of great value to the student during their Community Lab learning experiences. However, the use of wireless communication devices also poses significant issues relating to HIPAA client confidentiality rights. Because of the gravity of the issues, healthcare facilities have established standards for the use of these devices in client care areas. Students must adhere to agency and Standard for Use of Electronic Devices Policy to avoid violations of HIPAA and the attendant legal ramifications for themselves, their faculty, the healthcare facility and the nursing assistant program.

Violations of the conduct cited in the Standards for Use of Electronic Devices, Dismissal from the Nursing Assistant Program and Re-Entry to Program Policies are examples of an incident or situation that puts the client, student, Community Lab affiliate, faculty and/or college at risk. Due to that risk, any student who violates these standards and/or policies during community their lab experience is subject to dismissal from the nursing assistant program.

The student will consider all information obtained regarding the client’s status as strictly confidential and will not discuss the client with anyone except the instructors, peers assigned to the same Community Lab facility/area, and appropriate facility personnel.

The student hereby recognizes that medical records, emergency department and ambulance records, child abuse reporting forms, elder abuse reporting forms, laboratory requests and results, and x-ray requests and results are typical of documents that are considered privileged and should not be discussed by the student with individuals not involved with the care of the client (HIPAA).

Conversations between physicians, nurses, and other healthcare professionals in the setting of a client receiving care are privileged communications and may not be discussed. Failure to observe the college or agency confidentiality requirements may result in dismissal from or failure in the program.

**Charts, Client Care Kardex, Unit Client Report Sheets:** The chart is a legal document owned by the hospital or agency. Copying of charts at the hospital or any community agency is forbidden. This includes hard copy documentation and computerized documentation. Any photography or photocopies of a Client Care Kardex or Unit Client Report Sheet must be disposed of at the hospital or agency prior to leaving the agency for the day.
If it is determined that a breach of confidentiality has occurred as a result of a student’s actions, that student can be liable for damages that result from such a breach. Action to decertify or seek disciplinary action with the licensing board may be taken by the hospital against the student. The facility may terminate the contract for observation with the educational institution based on a single breach of confidentiality by a student.

**EVALUATION STANDARD**

**Evaluation:** Failure to show competence and/or commission of unsafe Community Lab practice in the campus or community lab area constitutes a course failure regardless of theory grade and halts progression in the program.

**Return Demonstration:** All students will do return demonstrations for specific Community Lab procedures. Return demonstrations must be passed in the CSL prior to going into or returning to a community lab setting. If a student fails to demonstrate a procedure accurately, that individual may be afforded additional opportunities to demonstrate the procedure correctly. To facilitate success, the student should schedule and complete an adequate practice session before each subsequent return demonstration.

All students are encouraged to return to the CSL throughout the program to keep current on all skills. It is the responsibility of each individual student to be able to demonstrate competent nursing practice learned in previous quarters.

**Grading:** Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus. Grades are determined as follows:

Community Lab courses are graded on a Pass/No Pass basis, using established competency benchmarks. Students will receive evaluation and feedback related to their Community Lab skills.

Passing status is required to progress from campus lab to community lab. A No Pass prevents the student from progression in the program.

**DISMISSAL FROM COMMUNITY LAB:** A student can be required, by faculty, to leave the Community Lab site as detailed in related policies.
Nursing Assistant Program Specific Policies

Academic Honesty & Plagiarism Policy

**Purpose:** Establish and maintain guidelines for Academic Honesty and Plagiarism

**Overview:** Plagiarism occurs when students knowingly submit someone else’s ideas or words as their own. Plagiarism is an act of intentional deception. Not only is this dishonest, but it also denies those students of the most important product of their education – the actual learning. If the instructor suspects that anyone has plagiarized, the student will be invited to a one-on-one conversation and will ask the student to show proof that the work in question is not copied. This includes acts of self-plagiarism, or re-submitting work for which one has already received credit. If found to have committed academic dishonesty, the student will fail that single assignment and may, depending on the seriousness of the offense, fail the course. In any case, the student might fail the class after a second incident of plagiarism.

The procedure for due process will be followed. It is the ethical responsibility of students to identify the conceptual sources of work submitted. Failure to identify sources is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

**WAC 132J-125-200 Plagiarism/cheating.**
(1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.
(2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline

**Scope:** All Green River Nursing Assistant Students

**Policy/Procedure:** Academic Honesty and Plagiarism
All written assignments will be checked with VeriCite anti-plagiarism software to assure compliance. Assignments should be submitted through Canvas using VeriCite. Students whose assignment is found by VeriCite to contain more than 15% from online / other student’s submissions will receive a zero for that assignment.

The first offense will result in the student earning a “0” on the assignment, and depending on the seriousness of the offense, the student may be referred to the Director of Nursing, the Dean of Health Sciences and Education and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action.

The second offense will result in the student being dismissed from the program and referred to the Director of Nursing, the Dean of Health Sciences and Education, and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action (penalties range from a warning to college dismissal or revocation of admission and/or degree). For more information about the GRC judicial process visit: GRC Judicial Programs
Problem Resolution / Grievance Policy

**Purpose:** Establish and maintain guidelines for resolving problems and identify student grievance procedures.

**Overview:** In order to create an atmosphere conducive to learning, there should be a mutual respect between faculty and students. If a problem should arise, it can often be resolved by direct communication between the student and faculty member. If the problem remains unresolved, there are further steps for the student to take.

**Scope:** All Green River Nursing Assistant Students

**Policy/Procedure:** Resolving Student/Faculty Conflicts

**Step 1:** Schedule an appointment to speak with the specific instructor with whom the conflict is with, and express concerns. If the differences are resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 2. Similarly, if the instructor does not respond to your attempts to make contact after a reasonable time (2 to 3 business days), you may contact the Director of Nursing.

**Step 2:** Schedule an appointment with the Director of Nursing. The Director will investigate the issue and possible solutions. The Director will then discuss the possible solutions with the student. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 3.

**Step 3:** Schedule an appointment with the Division Chairperson to explore options for resolution. The division chair will, within 10 business days, call a meeting between the instructor and student to resolve the issue. If a meeting is not practical, the chair may seek other means of resolving the matter such as a phone call or email communication, but you should generally expect to attend a meeting that will include the division chair and your instructor.

The division chair's responsibility is to help find a resolution, not determine who is right or wrong. If the instructor involved in the complaint is the division chair, then the matter will be referred to another division chair, preferably one under the same Dean. Contact the office of the Dean over your instructor's division for a referral. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 4.

**Step 4:** If the complaint cannot be resolved by the two previous steps, or if 10 business days have passed from when the division chair was notified of the complaint, the complaint may be referred to the Dean of Health Sciences either by you or the division chair. The Dean will meet with the faculty member, division chair and student to resolve the complaint within 10 business days of the complaint being referred to their office. The Dean may choose to meet with all of you at once or separately.

**Step 5:** If the previous steps have not come to a resolution, the complaint shall be directed to the Vice President of Instruction for final resolution.
(Student complaint process May 1 2017).

**Grievance Procedures** can be found under the Academic Rights/Responsibilities tab at: GRC Judicial Programs
Program Dismissal & Re-Entry Policy

**Purpose:** Establish dismissal and re-entry guidelines and processes.

**Overview:** Students may withdraw from the program for personal reasons or due to course failure. Course failure occurs when students does not meet/maintain academic GPA requirements for theory or lab course objectives, fails to meet attendance requirements for program, and/or fails to meet conditions of learning contract. In these situations, students may be allowed one opportunity to re-enter the program if space permits.

Program students who are involved in any incident or lab situation that puts the client, student, faculty or college at risk is subject to dismissal from the Nursing Assistant program and are not eligible for re-entry to the program.

**Scope:** All current, past and potential students

**Policy/Procedure:** **Conduct Related Dismissal**

Conduct that puts the client, student, faculty, or college at risk is deemed inappropriate. The following are examples of such conduct but are not all-inclusive:

- Gross negligence resulting in actual or potential harm to client or family (safe practice policy)
- Verbal threat of physical harm (assault)
- Physical violence (battery)
- Falsifying the medical record
- Dishonest verbal or written communications
- HIPAA Violation (breach of confidentiality)
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from Community Lab site, college, or faculty
- Practicing under the influence of drugs or alcohol

Other dismissal issues which render the student ineligible for re-entry include violation of program policies, academic dishonesty, standard for use of electronic devices, or unsafe practice.

**Note:** Any incidence of threat or assault & battery against individuals or the institution will be immediately reported to the appropriate authorities (both internal to the college and/or law enforcement agencies).

Green River College Judicial Programs maintains and administers the Student Code of Conduct, which is comprised of Washington Administrative Codes that outline the rights and responsibilities of students attending Green River Community College. Further information regarding disciplinary/grievance procedures can be found online at: Judicial Programs

**PROGRAM RE-ENTRY PROCESS**

Student will meet with the Director of Nursing and the Dean of Health Sciences and Education to discuss options for re-entry upon withdrawal. Not all students will be eligible for re-entry.
The student will submit a written request to the Director of Nursing and the Dean of Health Sciences and Education requesting re-entry to program. The student must explain the reasons he/she was not successful in previous program and provide a detailed plan for success if re-entry is granted. The student should expect a learning contract.

The Director of Nursing and the Dean of Health Sciences and Education will provide the student plan to faculty. Faculty must sign off on students plan and may participate in creation of learning contract for student if enrolled in program.

Students who elect to not accept conditions of learning contract will not receive approval for re-entry.

Students who re-enter the program must comply with program policies.

Students will be allowed re-entry only if space is available at the beginning of a new quarter and at their own financial expense.

Student must retake previously failed or incomplete courses.

Students, who withdrew for academic insufficiency, must complete remediation contract if one implemented at time of withdrawal. The request letter for re-entry must document completion of such contract.

Students granted re-entry must pass all the objectives of the program academic requirements in order to continue in the program. No revisions to the learning contract or probationary period will be provided.

Students who are offered re-entry and decline will not be offered re-entry again.

If the student is granted acceptance for re-entry, they must submit a signed learning contract agreement. The student is responsible to set up a conference with the Director of Nursing and the Dean of Health Sciences by agreed upon date prior to the re-entry date to provide clear understanding of learning contract and plan of action. Failure to contact the Director of Nursing and the Dean of Health Sciences and Education as required will automatically cancel the re-entry agreement.
Professional Organizations related to the Nursing Assistant Program

National Network of Career Nursing Assistants
MA-Phlebotomy Program

Introduction

This handbook for MA-Phlebotomy students was developed by the nursing faculty to ease your transition into the program. It is filled with policies, procedures, and guidelines pertinent to Green River MA-Phlebotomy Programs. Included are copies of forms for your records which you will be required to sign.

The program of MA-Phlebotomy offers you the opportunity/goal to gain knowledge, skills, and growth. The intent of this handbook is to assist you in achieving those goals. Please become very familiar with this handbook, recognizing it is not a substitute for counseling through the academic advising department or faculty mentoring.

In addition, you should read the Green River College Student Handbook. This provides information for all Green River College students regarding policies and procedures governing your rights and responsibilities as a student of Green River Community College. A copy of the Green River College Student Handbook is available from the Green River College website or from your academic advisor.

Students in the MA-Phlebotomy program are required to adhere to the policies, procedures, and information in both the Green River College Student Handbook and the MA-Phlebotomy Programs Student Handbook.

Periodically throughout the MA-Phlebotomy Program, faculty may give quizzes on the content of the MA-Phlebotomy Student Handbook.
Program Mission & Philosophy

MISSION
The Mission of the Green River College MA-Phlebotomy Program is to provide quality education to prepare students as safe, competent practitioners within our diverse healthcare community.

The MA-Phlebotomy Program is an integral part of the Green River College and agrees with the Green River mission statement, goals, and philosophy.

PHILOSOPHY
Program Philosophy: The nursing faculty values all members of the collaborative healthcare delivery team. The faculty believes in preparing all students to be safe, quality, and competent practitioners within each level of MA-Phlebotomy practice and within their scope of practice.

Philosophy of Education: MA-Phlebotomy education is a collaborative process which values the individuality of each student. Adult learning principles are more effectively applied when the student is actively engaged in his or her learning. The faculty promotes critical thinking regarding related concepts throughout the nursing assistant process and the evaluation is based on the satisfactory performance of the individual course criteria.
MA-Phlebotomy Program Outcome Objectives

Upon successful completion of the MA-Phlebotomy program at Green River College the student will:

- Define and describe phlebotomy, phlebotomy services, ethical, legal, and regulatory issues including HIPPA.
- Define and describe anatomic structures and function of body systems using correct medical terminology in relation to services performed by phlebotomists.
- Define and describe standard operating procedures to collect specimens including blood collection equipment, documentation, specimen handling, and transportation.
- Define and describe special collections in phlebotomy and effect on client safety.
- Perform infection control techniques and safety complying with federal, state, and locally mandated regulations regarding safety practices.
- Perform all steps of phlebotomy procedures including collection of equipment, reagents, supplies, interfering chemical substances, specimen requisitioning, collection, transport and processing.
- Perform appropriate professional communication and documentation of vital signs, EKGs, and phlebotomy procedures.
Curriculum Concepts

The content included in the conceptual framework is representative of the mission, values, beliefs, and practices of the nursing faculty.

PROFESSIONAL ROLE: Professional role involves a commitment to the profession of phlebotomy, a commitment to abide by the rules and regulations set forth by the regulating and professional organizations and to demonstrate an appreciation for the values of the phlebotomy profession, to incorporate into the professional career a life-long learning concept and a commitment to maintaining a strong knowledge base in the ever-changing environment of the healthcare field. In addition becoming a healthcare professional requires students to arrive on time to theory or campus lab, be in appropriate attire and be respectful of classmates, faculty, and clients.

COMMUNICATION: Communication is a dynamic process of information exchange utilizing both verbal and non-verbal modes. Therapeutic communication skills are utilized to transmit relevant, accurate, and complete information in a concise and clear manner. It demonstrates knowledge, caring, and cultural awareness and is directed toward the promotion of positive health outcomes and the establishment of therapeutic relationships.

SAFETY: Safety includes all behaviors that ensure the wellbeing of self and others. It begins with the assessment of one’s own needs in order to attain maximum physical and emotional wellbeing and progresses to wellbeing of the environment and that of other individuals.

TEACHING/LEARNING: Teaching and learning are processes by which information is shared between and among individuals. The goal of educating individuals is to facilitate informed decision making, to expand knowledge, and to change behaviors. Concepts should be introduced from simple to complex and should have the ability to be applied to specific situations.

CARING: Caring encompasses those behaviors that demonstrate a genuine concern for another individual, a demeanor that is sensitive to another’s real and potential needs and performing phlebotomy skills and care in a safe and effective manner that transmits a consistent caring presence while treating the individual with respect and dignity. It denotes a personal sense of commitment to and responsibility for the individual, the family, or the community that one serves.

CULTURAL AWARENESS: Cultural awareness is the act of recognizing and respecting the importance of cultural differences. Culturally competent phlebotomy care is defined as being sensitive to issues related to culture, race, sexual orientation, social class, and economic factors. The people of our college district can be seen as a tapestry woven of many. The faculty has a strong belief in cultural awareness and sensitivity strands. Our culturally competent care will be defined as being sensitive to issues related to culture, race, gender, sexual orientation, social class, and economic factors. Students and faculty will be asked to examine their own cultural values, beliefs, and cross cultural communications styles. Students and faculty will be asked to
study cultural diversity concepts and apply them both within the classroom and in their practice in the community lab setting.
MA- Phlebotomy Courses

The MA-Phlebotomy Program at Green River College consists of two separate yet complementary parts. This is in addition to another course that provides education and training in infant, child, and adult cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), and bag-mask valve techniques for individuals who are responsible for delivering emergency care.

The theory portion of the program is taught in the classroom utilizing a variety of teaching methods to facilitate the transmission of MA-Phlebotomy knowledge. Teaching occurs from simple to complex as each course builds from a foundation to a holistic product. The campus laboratory simulates healthcare settings that will enhance MA-Phlebotomy skills utilized to deliver care to clients in actual healthcare facilities.

These two components are taught congruently and each must be successfully completed in order to complete the course.

MA-Phlebotomy Course Descriptions & Learning Outcomes

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Outcomes</th>
</tr>
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<tbody>
<tr>
<td>PHLEB 102</td>
<td>Provides the skills and techniques for venipuncture and capillary blood collections, EKG, physical assessments and vital signs. Utilize veni-dot arms and peers to practice blood collections. Prepare and process samples for analysis. Learn to manage age specific needs, provide customer service, and obtain special collections. Meets the Medical Assistant Phlebotomy requirements to apply for credentialing through the State of Washington.</td>
<td>Identify phlebotomy, phlebotomy services, ethical, legal, and regulatory issues including HIPPA. 2. Identify anatomic structures and function of body systems using correct medical terminology in relation to services performed by phlebotomists. 3. Identify infection control and measures to insure client safety in various settings. 4. Identify standard operating procedures to collect specimens including blood collection equipment, documentation, specimen handling, and transportation. 5. Identify special collections in phlebotomy and effect on client safety.</td>
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<tr>
<td>PHLEB 104</td>
<td>Meets the Washington State Department of Health Medical Assistant Phlebotomy requirements for applying for certification. Provides basic anatomy and physiology, medical terminology, ethical, legal and regulatory issues,</td>
<td>Demonstrate vital signs, EKG techniques and rhythm strip reading. Demonstrate accepted practices for infection control, isolation techniques, aseptic techniques, and methods for prevention of disease. Observe the OSHA Blood borne Pathogens Standard and Needle Safety</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
<td>Outcomes</td>
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<td>safety and infection control. Learn collection and transferring of blood samples for current industry standards.</td>
<td>Precaution Act. Demonstrate basic anatomy and physiology including veins of the arms and hands which phlebotomy is performed using correct anatomical terminology. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents. Demonstrate requisitioning, specimen transport, and specimen processing with quality assurance and quality control in phlebotomy. Demonstrate professional communication (verbally and nonverbally) in the workplace.</td>
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<tr>
<td>NURSE 127 Provides education and training in infant, child, and adult cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), and bag-mask valve techniques for individuals who are responsible for delivering emergency care. Taught according to American Heart Association guidelines for Health Care Providers. An American Heart Association Health Care Provider card will be awarded upon successful completion of the course. Also provides education and training for health care providers of Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) including: medical aspects, epidemiology, transmission, prevention, and treatment.</td>
<td>Identify the signs and symptoms of heart and brain attack. State the elements in the chain of survival for heart and brain attack. Identify the major signs and symptoms of choking of ages throughout the life span. Describe and demonstrate the major elements of CPR. Describe and demonstrate the use of the Automated External Defibrillator (AED). Define human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS). State the standard precautions used to prevent transmission of human immunodeficiency virus (HIV). Identify individuals at risk for HIV and describe testing methods. Identify clinical manifestations of HIV/AIDS.</td>
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Fees & Additional Expenses

Fees and Additional Expenses (Tuition not Included)

<table>
<thead>
<tr>
<th>Required Items</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (Textbook, Workbook and Prep-U Package)</td>
<td>164.00</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>150.00</td>
</tr>
<tr>
<td>BLS Card (AHA adult, infant, child, AED)</td>
<td>Included</td>
</tr>
<tr>
<td>Scantron Test Answer Sheets</td>
<td>5.00</td>
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<td>Uniform Top</td>
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<td>Uniform Pants</td>
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<td>Shoes</td>
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<td>Stethoscope</td>
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<td>Blood Pressure Cuff</td>
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<td>Watch with Second Hand</td>
<td>20.00 and up</td>
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<td>Approximate Total</td>
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MA-Phlebotomy Fees

This list does not include transportation costs, campus parking, meals, lodging for students, or tuition and other college fees. Please refer to the GRC website for the current tuition rates and fees: Tuition & Fees
Application & Admission Requirements

The Green River College MA-Phlebotomy Program is a one-quarter program. Program capacity is 24 students, which is determined by available faculty. All interested students are to attend an information session, dates and times are available on the MA-Phlebotomy website: https://www.greenriver.edu/students/academics/degrees-programs/phlebotomy/
It is strongly recommended that the prospective student meet with a Health Occupations Advisor in career and advising for more program information.

Applicants must be 18 years of age.
Must be a current GRC Student with a valid Student Identification (SID)
Must be eligible for ENGL& 101
Attend the mandatory orientation session

Signed background check attestation: MA-Phlebotomy Background Attestation Form
A criminal record may possibly prohibit a student from obtaining state licensure. The Washington State Department of Health will obtain background checks for licensure purposes through the Washington State Patrol and the Federal Bureau of Investigation. While Green River does not run a criminal background check on students, they are highly encouraged to visit: HSHS Disqualifying Crimes for a list of certain criminal convictions, pending charges, and negative actions that automatically disqualify a person from having unsupervised access to vulnerable adults, juveniles and children.

Note: The Washington State Department of Health may require documentation of high school completion or its equivalency for licensure (after program completion)

ENROLLMENT PROCESS: Those that attend the quarterly mandatory orientation and have all the required documentation completed will be offered admission until the cap of 24 is reached. After that, a waitlist will be compiled for that current quarter’s admission to the MA-Phlebotomy Program. There is no roll over admission, as each quarter requires a new mandatory orientation with current paperwork completion.
CLASSROOM THEORY STANDARDS

CLASSROOM PREPARATION/PARTICIPATION STANDARD
It is the philosophy of the MA-Phlebotomy Program that learning is a shared responsibility. As a result, the faculty has developed a planned course of study which requires the student to attend all course sessions prepared for class. This includes: being on time to all theory, completing all assignments which will require the learner to commit adequate time to assigned learning activities, i.e., textbook readings, workbook assignments and Lab skills practice. In theory, the student’s active participation through discussion, clarification, validation, critical thinking, role playing, etc., in an interactive atmosphere will facilitate success.

The student should plan to spend 3-4 hours of study outside of class each night. It is very difficult to maintain full-time work while in the MA-Phlebotomy Program. It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Students need to arrange their schedule to receive adequate rest. Students found sleeping in class will be required to leave and will receive a "0" for that day’s attendance.

Any absence needs to be communicated directly with the faculty and community lab setting. After the first absence students will meet with faculty to discuss course work. See Attendance Policy for further details.

Communication: Students must maintain a current telephone number and address with their lab instructors and the nursing program’s office. Email communication using your Green River email address is a necessity.

Electronic communication is essential for success in the MA-Phlebotomy Program. Students are responsible for reading email postings on a daily basis.

Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner. Demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required.

Parking: Students must park in student parking areas designated by the college.

Children are not allowed in the classroom or lab settings. Students are expected to arrange for appropriate child care.

Cell phones and other electronic devices are to be left on silent mode in the classroom. Cell phones should not be answered during class. If there is an emergency requiring answering of a cell phone, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.
Canceled Classes: On occasion school is cancelled due to weather conditions. Currently, Green River College announces cancellations on local radio and television stations, and through the campus notification system (contact Campus Safety for information on signing up for automatic text alerts). If the instructor is notified of the cancellation, the cancellation will be announced via email.

DRESS AND PERSONAL HYGIENE STANDARD
Students in the MA-Phlebotomy Program at Green River College are assuming new roles and responsibilities and are therefore, expected to be professional in appearance. Public presentation (i.e. dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the phlebotomy profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the school and program’s reputation and image.

Unacceptable clothing for either gender includes any clothing other than Green River College phlebotomy scrubs in gray with “GREEN RIVER” embroidered on the left chest while in the lab setting.

Expectation of cleanliness includes adherence to oral and personal hygiene, freshly laundered and properly fitted clothing, and avoidance of strong odors and fragrances.

EVALUATION STANDARD
Evaluation of the student phlebotomist is based upon theoretical knowledge and the application of the knowledge and skills in the lab setting and demonstration of professional behaviors. Since the student works in critical life situations, their lab performance must reflect safe and competent phlebotomy care of increasing complexity.

All theory courses are graded using a numerical grade point. In the MA-Phlebotomy Program, the grade assigned for each course is based upon the raw score percentage of total achieved points divided by total possible points.

Total number of correct items
Total number of test items = %. As an example: There are 20 questions and the student answered correctly 16 of 20; 16 divided by 20 is then 80%.

Once enrolled in the program, the student must maintain continuous satisfactory progress by demonstrating competence in both theory and lab components of all required courses with a grade of “2.5” or better. Failure to show competence and/or commission of unsafe lab practice constitutes a course failure regardless of theory grade and halts progression in the program.

Grading: Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus. Grades are determined as follows:
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Achieving a grade of 2.5 or higher in all MA-Phlebotomy courses is required for program completion.

**Grade Appeals:** Green River College Handbook States: Students who believe they have incorrect grades, must check with their instructors. Only instructors may submit grade changes to Enrollment Services.

**All-Campus Emergency:** In the event of a major campus emergency or closure, course requirements, deadlines and grading percentages are subject to change. These changes will be posted on the Canvas website or can be obtained by contacting the instructor via email or phone.

**Late assignments** will receive a 5% deduction for each day that they are late. The penalty is calculated using the total points for the assignment. Assignments are late if they are not turned into the instructor by end of class day or as determined by instructor, of the day the assignment is due. In-class assignments and discussion forum posts will not receive credit if late unless stated otherwise by faculty. Assignments that are more than 4 days late will not be accepted unless faculty and student have negotiated and mutually agreed upon an alternative submission date in advance.

**Incomplete:** The student may receive an "I" grade when, as the result of a serious illness or other justifiable cause, course work cannot be completed in a given quarter. This is subject to faculty and program review and an agreement between student and faculty for completion of course will be established.
**Testing:** Classroom theory provides the knowledge basis for safe practice in the lab. Students are expected to arrive on time at each scheduled theory course exam. Inability to take a test on dates scheduled due to illness or other extenuating circumstances will receive a 10% deduction. Students with test scores of 80% or below on three tests are unable to transfer learning from academic to the lab areas and will be withheld from progressing in the MA-Phlebotomy Program. There will be no additional make-up work or extra credit.

The final exam will be administered according to the Final Examination Schedule published in the Green River College quarterly class schedule. There will be no exception. Students must take the final exam in order to pass the course.

In addition, the following guidelines apply:

- Arrive 15 minutes before test start time. Be prepared, remain calm, and think positive.
- Tests are taken without the use of personal or phone calculators, phrase books, dictionaries, CD's, tape recorders, or any type of earphone devices.
- Cell phones are to be put away and shut off.
- Desks are to be clear with exception of writing utensil, Scantron, and program approved calculator if appropriate per faculty.
- Talking is not allowed during testing session.
- Keep your eyes on your test. Glancing from side to side will result in removal of test and a score of 0 for the exam.
- Do not leave the room after receiving the test. Once leaving the room for any reason student will be expected to turn in their test and Scantron, and their testing session will be over.
- Test and Scantron sheets will be returned to faculty member when finished.
- Weekly tests will be 50 minutes in length.
- After leaving the testing room, please be considerate of those in the classroom and refrain from discussions in the vicinity of the classroom hallway, keeping noise down as other classes will be in session.
- Once student has exited from classroom, do not return until testing is completed.

**Classroom Test Review Policy:**
Scantrons will be graded with the correct response printed beside the incorrectly selected answer. The test and Scantron will be returned to the student within one week of the test date during a regularly scheduled class period.

Classroom conduct will include the instructor's explanation of scoring. Questions of general interest will be reviewed in the classroom. Individual questions may be answered by a later appointment with the instructor.

Test review is a privilege during which students and instructor interact professionally concerning concepts that have been tested and not intended to gain points back for student GPA. Test review will be terminated if this privilege is abused. Final tests may be reviewed the following quarter by emailing the instructor for an appointment.
Various written papers are required to meet objectives in the MA-Phlebotomy Program. All papers will be written according to the format prescribed by the Instructor and subject to plagiarism software review. For more information regarding plagiarism, please review the plagiarism policy.
CAMPUS LAB PREPARATION/PARTICIPATION STANDARD

Students are required to wear their scrubs/uniform and be in the appropriate attire in order to attend campus and community lab. You must have a leather shoe which is closed toe and has a back. The color may be brown, black, white or navy. You must have your supplies with you at all of your campus and community labs including: wearing your uniform, stethoscope, blood pressure cuff, Scantron answer sheets, and watch. It also includes meeting the standards listed in this handbook on hairstyles, cosmetics, nail care, body piercings, jewelry, scents, tattoos, gum, head drapes/wraps, uniform fit, hosiery, rings and smoking. The Campus Skills Laboratory (CSL) makes available the opportunity for the student to learn and practice basic skills in preparation for the administration of quality care to the consumer. The lab setting contains updated learning resources such as audiovisual equipment, scientific charts and models, and disposable and non-disposable supplies utilized in client care. The lab can provide a simulated hospital and community environment, with various equipment and life-size manikins to simulate client care situations.

It is recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Students need to arrange their schedule to receive adequate rest. Students found sleeping in class will be required to leave and will receive a "0" for that day’s attendance.

Any absences beyond 16 hours over the course of the entire program, requires a written Doctor’s Clearance and/or Release to Work (see appendices) signed by one of the following: Nurse practitioner, physician assistant or medical doctor.

Communication: Students must maintain a current telephone number, Green River Email Address, and home address with their lab instructors and the nursing programs office. Effective communication will include (reading, writing, speaking) the ability to process and communicate information in a timely, succinct, yet comprehensive manner; and demonstration of responsive, empathetic listening to establish rapport. Recognition of the significance of nonverbal responses is required.

Parking: Students must park in student parking areas designated by the college.

Children are not allowed in the classroom, or lab settings. Students are expected to arrange for appropriate child care.

Cell phones and other electronic devices are to be left on silent mode in the classroom. Cell phones should not be answered during class. If there is an emergency requiring answering of a cell phone, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.

Canceled Classes: On occasion school is cancelled due to weather conditions. Currently, Green River College announces cancellations on local radio and television stations, and through the
campus notification system (contact Campus Safety for information on signing up for automatic text alerts). If the instructor is notified of the cancellation, the cancellation will be announced via email.

**DRESS AND PERSONAL HYGIENE STANDARD**

Students in the MA-Phlebotomy Program at Green River College are assuming new roles and responsibilities and are therefore, expected to be professional in appearance. Public presentation (i.e.: dress, make-up, hair style, facial expressions, verbal and non-verbal communication, demeanor) projects an image to clients and colleagues. Faculty expects a positive professional image to gain and maintain the respect the nursing assistant profession deserves. Student image communicates before people can get acquainted with or determines level of expertise. A poor image is hard to change. Appearance also reflects on the School of Nursing and influences the school’s reputation and image.

The Green River College (GRC) student uniform will be worn for campus lab in your role as a student of the GRC MA-Phlebotomy Program unless otherwise directed by the course faculty.

It is the intent of this program to set standards of personal appearance to project a positive professional image.

**Uniform:** The uniform may be purchased at the Paper Tree Book Store. Any student who shows up at lab in violation of the uniform codes will be sent home and it will be counted as an absence. The MA-Phlebotomy uniform consists of top and pants or skirt in “Gray”. A white shirt may be worn under the uniform top but the sleeves of undershirt must not extend beyond the sleeves of uniform top unless necessary to conceal tattoos.

Uniforms and other clothing worn to the campus lab will be freshly laundered and unwrinkled.

Uniform fit must be consistent with a professional appearance. Uniforms must be sized adequately to allow for all movements necessary for client care without exposing any torso skin or chest cleavage. Uniforms also must not fit so tightly that movements are hampered or reveal unnecessary body form or undergarment lines. Skirts will be below the knee or above the ankle bone (no longer than the bottom of the individual’s ankle). Uniform pants must be hemmed to the top of the shoe. If a student desires to wear any form of headdress it must be a solid white/black/gray (no print). Head drapes/wraps will be well secured and tucked inside and under the uniform top (scrub). The head dress will be clipped back in a manner so as to not drag across the client. The student’s full face must be visible at all times.

Uniform standards are to be adhered to any time the student is in the lab setting.

**Shoes:** Clean, white, navy, brown or black leather/vinyl shoes acceptable. Backless shoes are unacceptable.

**Hosiery:** Hosiery is required and color must be solid white or neutral.

**Jewelry:** Other than the jewelry mentioned below, no other visible jewelry is allowed.
Rings: Students may wear one ring as long as it does not pose a threat to client skin integrity. A wedding set constitutes one ring.

Body Piercings: One pair of inconspicuous pierced earrings is acceptable. For your own safety, hoops or dangling-off-the-earlobe earrings are not allowed. No other body piercings can be visible, including tongue rings.

Watch: A constant second digital readout or sweep second hand watch is acceptable. The watch is considered necessary equipment and must be worn at all times during lab. Students without a watch may be considered as unprepared and sent home.

Cosmetics: Make-up, blusher, mascara, eyeliner, applied lightly is acceptable. Exotic stage make-up is unacceptable (heavy, dark). Clear, transparent nail polish on short, clean nails is acceptable. No artificial nails.

Perfume/Scents: Absolutely no use of artificial scents of any type (including lotions, or hair products) is allowed. Many people are allergic to the chemicals used in the fragrance; others find it offensive or may cause nausea.

Smoking: Smoking creates an added scent to those who smoke. This is unacceptable in community lab settings as many clients find it offensive and causes nausea. Students who smell of smoke will be sent home. Many healthcare facilities are 'smoke free' environments and therefore there is no smoking on the premises.

GRC is a tobacco-free campus. The use tobacco products is not allowed on college property and smoking materials must be extinguished and disposed of prior to entering any college property. This includes cigarettes, e-cigarettes, and smokeless tobacco.

Hairstyles: Natural hair coloring is acceptable. Exotic frosting/streaking is unacceptable. Long hair must be secured, neatly, off the shoulders. Facial hair should be kept clean, trimmed, and neat.

Tattoos: Some facilities (all acute care facilities) require visible tattoos to be covered either by clothing or a bandage. Visible tattoos are to be minimized.

Gum: Gum chewing is neither acceptable, nor professional. Gum and chewing tobacco are not acceptable in the MA-Phlebotomy program.

Also included as uniform essentials are: stethoscope, blood pressure cuff and a pen with black ink.

The student must understand that non-compliance with this personal appearance standard will not be tolerated and he/she will be sent home for the day and receive an absence and in jeopardy of being withheld from progressing in the program.
EVALUATION STANDARD

Evaluation: Failure to show competence and/or commission of unsafe lab practice constitutes a course failure regardless of theory grade and halts progression in the program.

Return Demonstration: All students will do return demonstrations for specific lab procedures. Return demonstrations must be passed in prior to program completion. If a student fails to demonstrate a procedure accurately, that individual may be afforded additional opportunities to demonstrate the procedure correctly.

Grading: Specific point values and evaluation criteria for determining course grades are to be found in each Course syllabus. Grades are determined as follows:

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Late assignments will receive a 10% deduction for each day that they are late. The penalty is calculated using the total points for the assignment. Assignments are late if they are not turned into the instructor by end of class day or as determined by instructor, of the day the assignment is due. In-class assignments and discussion forum posts will not receive credit if late unless stated otherwise by faculty. Assignments that are more than 4 days late will not be accepted unless faculty and student have negotiated and mutually agreed upon an alternative submission date in advance.

Incomplete: The student may receive an "I" grade when, as the result of a serious illness or other justifiable cause, course work cannot be completed in a given quarter. This is subject to faculty and program review and an agreement between student and faculty for completion of course will be established.

Written papers are required to meet objectives in the nursing assistant program: All papers will be written according to the format prescribed by the Instructor and subject to plagiarism software review. For more information regarding plagiarism, please review the plagiarism policy.

Professionalism: Student arrives on time and prepared for class and lab. Professional communication with clients, peers, and faculty at all times.

UNSAFE PRACTICE AND LAB MISCONDUCT: The intent of this policy is to recognize the program’s responsibility to educate its students while providing safe client care. Any student who engages in unsafe lab practice or lab misconduct will be asked to leave the lab setting, will be in jeopardy of failing the course, and will be subject to possible program dismissal.

Unsafe Practice or Misconduct: In any lab setting, unsafe practice or misconduct includes any behaviors that place, or have the potential to place, the client in imminent physical or psychosocial danger. Psychosocial danger includes, but is not limited to, psychological, sociological, cultural, ethnic, and spiritual trauma. Examples of unsafe lab practice and misconduct include, but are not limited to:

- Failing to assess or evaluate a client/classmate’s status or failing to report an incident involving actual or potential harm to a client/classmate.
- Failing to institute interventions as required by the client/classmate’s condition or failing to question an order when in doubt.
- Failing to document accurately or intelligibly
- Falsifying client care records (e.g., recording that medications, treatments, or observations were done when they were not, or recording they were done before their actual completion).
- Failing to perform actions in a manner consistent with school or Lab policy (this may include giving untruthful information or reasons for not attending a lab experience).
- Engaging in or attempting to engage in sexual misconduct with a current client, family member, or colleague.
- Causing or contributing to the physical or emotional abuse of the client/classmate.
- Performing activities for which the student is unprepared; failure to obtain adequate instruction or supervision in the performance of activities.
• Violating the confidentiality of information concerning the client/classmate (including copying medical records or printing computerized medical records), except where required by law or for the protection of the client/classmate.
• Appropriating for personal use medications, supplies, equipment or personal items of the client/classmate, agency, or institution (includes eating food intended for or belonging to a client).
• Attending lab while impaired by any mental, physical or emotional condition to the extent the student may be unable to practice with reasonable skill and safety.
• Abandoning clients/classmates by leaving an assignment.
• Attending lab while impaired by alcohol or drugs (recreational, prescription or other).
• Removing copies of the client medical records or medication records from lab facility.
• Breaking something that belongs to the facility or a client/classmate and not reporting it.
• Conviction of a crime involving physical abuse or sexual abuse or relating to the practice of.

Reportable Community Lab Occurrence: Client safety is of paramount importance. Any incident which potentially or actually compromises the health and/or safety of a client/classmate is reportable to both the agency and Nursing Director for GRC. Such instances include, but are not limited to:

Any time a client/classmate is purposely or accidentally harmed physically or in any other way.

In a case of a potentially reportable Community Lab occurrence, the student will report the incident to their lab faculty immediately. Faculty and student complete a Reportable Student/Client/Client Occurrence form (see appendices) together. Completed form must be submitted within 24 hours of the incident for review by the Director of Nursing and the Dean of Health Sciences. Failure to do so may result in immediate dismissal from the site and/or the phlebotomy program. Student may be required to meet with faculty and/or director for corrective action. Corrective action may include immediate dismissal from the program.

PERSONAL HEALTH AND SAFETY STANDARD
Students must be officially registered in each phlebotomy course prior to attending and participating in the lab setting. Furthermore, students must be in good health status and capable of meeting all MA-Phlebotomy Physical Requirement Standards related to physical strength, dexterity, and movement; visual and auditory acuity; and mental and emotional functioning. In the lab area, the student may be exposed to violence, chemicals, radiation, and infectious agents that could be life threatening.

The student must be able to perform the work required in the program without limitation. The student will refrain from attending the lab area if any illness or injury would interfere with client safety.

Students who are pregnant must submit a letter from their physician stating any restrictions on their activities and the estimated date of delivery. Letters from physicians regarding student illness, injury, or pregnancy must include specific limitations or restrictions as well as a statement defining lab activities allowed. Any exclusion must be followed up by a written release from the student’s physician before returning to the lab setting.
Protective gear is available in the lab settings. The student is expected to wear appropriate protection to prevent body fluid exposure, including goggles or face shield, gloves, and plastic gown, if needed. Personnel are professionally and ethically obligated to provide client care with respect for human dignity. Student assignments may include clients who are at risk for contracting or have an infectious disease such as HIV, AIDS, HBV, TB, etc.

Injury and/or Body Fluid Exposure in the Lab Setting: The student is expected to follow recommended treatment/steps for injury or body fluid exposure of the lab site. Examples of incidents in the lab areas to report include: Any break to skin integrity, needle sticks, body fluid splashes (urine, blood, vomit), neck and back strains, sprains, assaults by clients, injuries from equipment, etc.

Injury in the lab must be reported immediately to the instructor so that necessary medical care is provided and the proper forms are completed. The student and their lab faculty instructor are to notify the Program Coordinator for Nursing Director and Dean of Health Sciences and Education within two hours of such injury. A Reportable Student/Client/Client Occurrence form (see appendices) is due to the Program Coordinator and Dean within three days of incident.
MA- Phlebotomy Program Specific Policies

Academic Honesty & Plagiarism Policy

**Purpose:** Establish and maintain guidelines for Academic Honesty and Plagiarism

**Overview:** Plagiarism occurs when students knowingly submit someone else’s ideas or words as their own. Plagiarism is an act of intentional deception. Not only is this dishonest, but it also denies those students of the most important product of their education – the actual learning. If the instructor suspects that anyone has plagiarized, the student will be invited to a one-on-one conversation and will ask the student to show proof that the work in question is not copied. This includes acts of self-plagiarism, or re-submitting work for which one has already received credit. If found to have committed academic dishonesty, the student will fail that single assignment and may, depending on the seriousness of the offense, fail the course. In any case, the student might fail the class after a second incident of plagiarism.

The procedure for due process will be followed. It is the ethical responsibility of students to identify the conceptual sources of work submitted. Failure to identify sources is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

**WAC 132J-125-200 Plagiarism/cheating**

(1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to discipline.

(2) Any student who knowingly aids or abets the accomplishment of cheating, as defined in subsection (1) of this section, shall also be subject to discipline.

**Scope:** All Green River MA-Phlebotomy Students

All written assignments will be checked with VeriCite anti-plagiarism software to assure compliance. Assignments should be submitted through Canvas using VeriCite. Students whose assignment is found by VeriCite to contain more than 15% from online / other student’s submissions will receive a zero for that assignment.

The first offense will result in the student earning a “0” on the assignment, and depending on the seriousness of the offense, the student may be referred to the Director of Nursing, the Dean of Health Sciences and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action.

The second offense will result in the student being dismissed from the program and referred to the Director of Nursing, the Dean of Health Sciences and the GRC Judicial Office for violation of WAC 132J-125-200 which may result in disciplinary action (penalties range from a warning to college dismissal or revocation of admission and/or degree).

For more information about the GRC judicial process visit: Judicial Programs
Problem Resolution / Grievance Policy

**Purpose:** Establish and maintain guidelines for resolving problems and identify student grievance procedures.

**Overview:** In order to create an atmosphere conducive to learning, there should be a mutual respect between faculty and students. If a problem should arise, it can often be resolved by direct communication between the student and faculty member. If the problem remains unresolved, there are further steps for the student to take.

**Scope:** All Green River MA-Phlebotomy Students

**Policy/Procedure: Resolving Student/Faculty Conflicts**

**Step 1:** Schedule an appointment to speak with the specific instructor with whom the conflict is with, and express concerns. If the differences are resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 2. Similarly, if the instructor does not respond to your attempts to make contact after a reasonable time (2 to 3 business days), you may contact the Director of Nursing.

**Step 2:** Schedule an appointment with the Director of Nursing. The Director will investigate the issue and possible solutions. The Director will then discuss the possible solutions with the student. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 3.

**Step 3:** Schedule an appointment with the Division Chairperson to explore options for resolution. The division chair will, within 10 business days, call a meeting between the instructor and student to resolve the issue. If a meeting is not practical, the chair may seek other means of resolving the matter such as a phone call or email communication, but you should generally expect to attend a meeting that will include the division chair and your instructor.

The division chair's responsibility is to help find a resolution, not determine who is right or wrong. If the instructor involved in the complaint is the division chair, then the matter will be referred to another division chair, preferably one under the same Dean. Contact the office of the Dean over your instructor's division for a referral. If the conflict is resolved, the process is concluded. If the conflict cannot be resolved at this level, proceed to step 4.

**Step 4:** If the complaint cannot be resolved by the two previous steps, or if 10 business days have passed from when the division chair was notified of the complaint, the complaint may be referred to the Dean of Health Sciences and Education either by you or the division chair. The Dean will meet with the faculty member, division chair and student to resolve the complaint within 10 business days of the complaint being referred to their office. The Dean may choose to meet with all of you at once or separately.

**Step 5:** If the previous steps have not come to a resolution, the complaint shall be directed to the Vice President of Instruction for final resolution.
(Student complaint process May 1, 2017).

**Grievance Procedures** can be found under the Academic Rights/Responsibilities tab at: Judicial Programs
Program Dismissal & Re-Entry Policy

Purpose: Establish dismissal and re-entry guidelines and processes.

Overview: Students may withdraw from the program for personal reasons or due to course failure. Course failure occurs when students do not meet/maintain academic GPA requirements for theory or lab course objectives, fails to meet attendance requirements for program, and/or fails to meet conditions of learning contract. In these situations, students may be allowed one opportunity to re-enter the program if space permits.

Program students who are involved in any incident or lab situation that puts the client, student, faculty or college at risk is subject to dismissal from the MA-Phlebotomy program and are not eligible for re-entry to the program.

Scope: All current, past and potential students

Policy/Procedure: Conduct Related Dismissal

Conduct that puts the client, student, faculty, or college at risk is deemed inappropriate. The following are examples of such conduct but are not all-inclusive:

- Gross negligence resulting in actual or potential harm to client or family (safe practice policy)
- Verbal threat of physical harm (assault)
- Physical violence (battery)
- Falsifying the medical record
- Dishonest verbal or written communications
- HIPAA Violation (breach of confidentiality)
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from Community Lab site, college, or faculty
- Practicing under the influence of drugs or alcohol

Other dismissal issues which render the student ineligible for re-entry include violation of program policies, academic dishonesty, standard for use of electronic devices, or unsafe practice.

Note: Any incidence of threat or assault & battery against individuals or the institution will be immediately reported to the appropriate authorities (both internal to the college and/or law enforcement agencies).

Green River College Judicial Programs maintains and administers the Student Code of Conduct, which is comprised of Washington Administrative Codes that outline the rights and responsibilities of students attending Green River Community College. Further information regarding disciplinary/grievance procedures can be found online at: Judicial Programs

PROGRAM RE-ENTRY PROCESS

Student will meet with the Director of Nursing and the Dean of Health Sciences and Education to discuss options for re-entry upon withdrawal. Not all students will be eligible for re-entry.
The student will submit a written request to the Director of Nursing and the Dean of Health Sciences and Education requesting re-entry to program. The student must explain the reasons he/she was not successful in previous program and provide a detailed plan for success if re-entry is granted. The student should expect a Learning Contract.

A learning contract will be drafted.

The Director of Nursing and the Dean of Health Sciences and Education will provide the student plan to faculty. Faculty must sign off on students plan and may participate in creation of learning contract for student if enrolled in program.

Students who elect to not accept conditions of learning contract will not receive approval for re-entry.

Students who re-enter the program must comply with program policies.

Students will be allowed re-entry only if space is available at the beginning of a new quarter and at their own financial expense.

Student must retake previously failed or incomplete courses.

Students, who withdrew for academic insufficiency, must complete remediation contract if one implemented at time of withdrawal. The request letter for re-entry must document completion of such contract.

Students granted re-entry must pass all the objectives of the program academic requirements in order to continue in the program. No revisions to the learning contract or probationary period will be provided.
Students who are offered re-entry and decline will not be offered re-entry again.

If the student is granted acceptance for re-entry they must submit a signed learning contract agreement. The student is responsible to set up a conference with the Director of Nursing and the Dean of Health Sciences at an agreed upon date prior to the re-entry date to provide a clear understanding of the learning contract and plan of action. Failure to contact the Director of Nursing and the Dean of Health Sciences as required will automatically cancel the re-entry agreement.
Professional Organization related to the MA-Phlebotomy Program

National Phlebotomy Association
Appendices
Appendix A: Nursing Programs – Acknowledgement of Handbook & Requirements/Policies

I have read the entire Student Handbook and understand my responsibilities as a student of Green River College Nursing Programs, that I understand and am to be accountable for the policies and practices set forth and agree to comply with the program requirements and contents thereof.

I also understand that violation of any of the rules and regulations set forth therein can subject me to discipline and/or being withheld from progressing in my program. Since the information in this handbook is subject to change/revision, it is understood that any policy changes supersede or eliminate the policies listed in this handbook. It is understood that any changes will be clearly communicated in writing to students enrolled in the Program and I am responsible for remaining current.

I have received program course information. I am aware that I can find the Green River College Catalog online at GRC Catalog.

Directions: Print your name followed by your initials, sign your name, and provide the date below. Complete the table on the next page beginning with the Nursing Programs Policies. Then enter the necessary information (page number and initials) for the program in which you are enrolled. Your initials verify that you understand the policy.

Printed name / Initials__________________________________________________________

Signature ___________________________________________________________________

Date______________________________________________________________________
<table>
<thead>
<tr>
<th><strong>ACKNOWLEDGEMENT OF HANDBOOK AND REQUIREMENTS/POLICIES</strong></th>
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<tbody>
<tr>
<td><strong>All Nursing Programs Policies</strong></td>
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<tr>
<td>Clinical Placement</td>
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<td>Impaired Student</td>
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<td>Professional Behaviors</td>
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<td>Electronic Device and Social Media Use</td>
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<tr>
<td>Academic Honesty &amp; Plagiarism</td>
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<td>Problem Resolution / Grievance</td>
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<tr>
<td>Attendance / Participation</td>
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<tr>
<td>Safety &amp; Technical Standards</td>
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<td>Nursing Program Policies 1</td>
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<tr>
<th><strong>Practical Nursing Policies</strong></th>
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<tr>
<td>Nursing Program Dismissal and Re-Entry</td>
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<td>Re-Entry Process</td>
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<td>Practical Nursing Policies 1</td>
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<th><strong>Nursing Assistant Policies</strong></th>
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<td>Program Dismissal and Re-Entry Policy</td>
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<td>Nursing Assistant Policies 1</td>
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<th><strong>MA-Phlebotomy Policies</strong></th>
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<tr>
<td>Program Dismissal and Re-Entry Policy</td>
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<td>MA-Phlebotomy Policies 1</td>
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Appendix B – Immunization Information

TUBERCULOSIS SCREENING

Two-Step TB Testing:
The two-step tuberculin skin test (TST) is used to detect individuals with past tuberculosis (TB) infection.
Appointment schedule for two-step testing:

Visit 1, day 1:
The first TST is given to the applicant/student and he/she is told to return in 48 to 72 hours for the test to be read. If the applicant/student does not return within 72 hours he/she will need to be rescheduled for another skin test.

Visit 2, day 2-3:
The first TST is evaluated, measured, and interpreted. The results are documented in millimeters of the induration (palpable, raised, hardened area or swelling). If the first TST is negative, the applicant/student is given an appointment to return for a second test in 7 – 21 days.

If the first TST is positive, it indicates that the applicant/student is infected with TB. No further testing is indicated. The applicant/student will be referred for a chest x-ray and physician evaluation. An asymptomatic applicant/student, whose chest x-ray indicates no active disease, may attend class/clinical.

Visit 3, day 7-21:
The second TST will be given to all applicants/students whose first test was negative, using the alternate arm and he/she is told to return in 48 to 72 hours for the test to be read. If the applicant/student does not return within 72 hours he/she will need to be rescheduled to begin the entire series again.

Visit 4, 48-72 hours after the second test:
The second TST is evaluated, measured, and interpreted. The results are documented in millimeters of induration (palpable, raised, hardened area or swelling).

If the second TST is negative, the applicant/student is not infected.

If the second test is positive, it indicates that the applicant/student is infected with TB. No further testing is indicated. The applicant/student will be referred for a chest x-ray and physician evaluation. An asymptomatic applicant/student, whose chest x-ray indicates no active disease, may attend class/clinical.

Annual TST
If the applicant/student’s two-step TST will expire during the program the student will be required to get a one-step TB test no more than 12 months since their last TST the
previous year (for example if the first TST was done on 6/1/2017 and the second on 6/13/2017, the student needs to have the annual TST placed BEFORE 6/1/2018). If the second TST is negative, the applicant/student is not infected. If the second test is positive, it indicates that the applicant/student is infected with TB. No further testing is indicated. The applicant/student will be referred for a chest x-ray and physician evaluation. An asymptomatic applicant/student, whose chest x-ray indicates no active disease, may attend class/clinical.

**IGRA Testing (Quantiferon):**
A blood test that aids in the detection of *Mycobacterium tuberculosis*, the bacteria which causes tuberculosis (TB). Note: for some clinical sites, a 2-step TST may still be required.

**INFLUENZA:**
Getting an annual flu vaccine is the first and best way to protect yourself and those you care for from the flu. There are many different flu viruses and they are constantly changing. The flu vaccines are reviewed and updated annually to match the circulating flu viruses.

The vaccination usually becomes available in late summer/early fall and is available at local pharmacies. It is the student’s responsibility to ensure that the vaccination is for the current year. This program requires that all students receive the annual flu vaccine or sign a declination form. However, specific healthcare institutions may require vaccination without exception, alternate clinical rotation arrangements will not be made.

**HEPATITIS B**
The Hepatitis B vaccination is a series of 3 intramuscular injections completed at appropriate time intervals (1 and 6 months after the initial dose) and a post vaccination titer (blood draw) at 6-8 weeks after the series completion. If the titer is negative, then the series is repeated and another titer is drawn 6-8 weeks after the completion of the second series.

Students may also provide documentation of a positive titer (anti-HBs or HepB Sab) or sign a vaccination declination. However, specific healthcare institutions may require vaccination without exception, alternate clinical rotation arrangements will not be made.

**MMR (Measles, Mumps, Rubella):**
Proof of vaccination (2 doses at appropriate intervals). The first dose is usually done at 12-15 months of age and the second dose at 4-6 years of age. Most teens and adults should be up to date on MMR vaccinations. Students may also provide proof of measles immunity, mumps immunity and rubella immunity by titer (3 separate titers).

**VARICELLA:**
Proof of vaccination (2 doses administered at least 4 weeks apart) or proof of immunity by titer. This vaccination can be obtained through your healthcare provider.
TETANUS, DIPHTHERIA, PERTUSSIS (Tdap):
The Tdap vaccine protects from tetanus, diphtheria and pertussis and is routinely given at age 11 or 12. You must have an adult dose Tdap after the age of 18. The Td booster vaccine is required every ten years (after Tdap), and protects against tetanus and diphtheria.
Appendix C – Conviction / Criminal History Disclosure Form

**General Information:** This form must be completed to be considered for Health Science Programs admission and continuation.

The Health Sciences Programs review conviction/criminal history records when considering individual for admission and continuation. These reviews are carried out because they relate to the essential qualifications of potential and continuing students under the Program’s curriculum standards, as well as to the safety and security of patients and public. The Washington State Child and Adult Abuse Information Law RCW 43.43.830-842, requires that anyone with unsupervised access to certain vulnerable populations be screened for specific information about any convictions for crimes against persons and crimes relating to financial exploitations, and for findings in related actions and proceedings. Health Sciences Programs involve unsupervised access to populations defined by this law. In addition, certain criminal convictions and certain court administrative determinations may preclude completion of the clinical portion of the curriculum. Clinical training sites are precluded by law from allowing persons with certain convictions histories to have unsupervised access to these vulnerable populations. Contracts with clinical training sites require Health Sciences Programs to assure that its students have been screened.

Conviction information, including information regarding certain court and administrative determinations, must be disclosed and verified before an applicant or student can be considered for enrollment or continuation in the Program. A conviction/criminal history record does not necessarily disqualify an individual from admission or continuation. Conviction/criminal history records must be verified through a private national background check agency specified by the program. Admission and/or continued enrollment is subject to a satisfactory background check review. Individuals who do not sign this Conviction/Criminal History Disclosure Form will not be considered for admission or continuation. Questions about the use of conviction/criminal history information may be referred to the Dean and/or Director of Nursing/ Program Coordinator.

**Process for Background Check Review:**
All applicants/students submit a signed Conviction/Criminal History Disclosure Form

Every applicant must verify conviction/criminal history through the private national background check agency specified by the Program, by the stated deadline. Failure to comply by the deadline may disqualify the applicant from admission.

All continuing students must complete a repeat check every year

If the check is negative, the applicant may be admitted to and the continuing student may continue in the program

If the check is positive, the applicant/student will be asked to explain any discrepancies. This information will be reviewed by the Dean of Career and Technical Education, the Director of Nursing, and faculty. If the review indicates that the information and explanation are
satisfactory, the applicant may be admitted to and the continuing student may continue in the program. If the review indicates that information and explanation are not satisfactory, the offer of admission may be withdrawn and the continuing student may be suspended or dismissed from the program.

The Dean and Director of Nursing will meet with the applicant/student and inform the applicant/student of the decision regarding the background check review verbally and in writing.
Conviction / Criminal History Disclosure Form

First Name ___________________________________

Last Name ___________________________________

SID _________________________________________

Section I: CRIMES AGAINST PERSONS AND CRIME RELATING TO FINANCIAL EXPLOITATION

Check the appropriate box below:

<table>
<thead>
<tr>
<th>Statement</th>
<th>No</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Have you ever been convicted of any of the following crimes?</td>
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*Crimes.ag.persons-financial 1*

If YES, check the appropriate box(es) below:

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<th>Crime</th>
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<th>Crime</th>
<th>Check Box</th>
<th>Crime</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Arson (1st Degree)</td>
<td>Custodial Interference (1st, 2nd Degree)</td>
<td>Prostitution</td>
<td></td>
<td></td>
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<tr>
<td>Assault (Custodial)</td>
<td>Extortion (1st, 2nd, 3rd Degree)</td>
<td>Promoting Prostitution (1st Degree)</td>
<td></td>
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<tr>
<td>Assault (Simple or 4th Degree)</td>
<td>Forgery</td>
<td>Rape (1st, 2nd, 3rd Degree)</td>
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</tr>
<tr>
<td>Assault (1st, 2nd, 3rd Degree)</td>
<td>Incest</td>
<td>Rape of a Child (1st, 2nd, 3rd Degree)</td>
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<tr>
<td>Assault of a child (1st, 2nd, 3rd Degree)</td>
<td>Indecent Exposure (Felony)</td>
<td>Robbery (1st, 2nd Degree)</td>
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<tr>
<td>Burglary (1st degree)</td>
<td>Indecent Liberties</td>
<td>Selling/Distributing Erotic Material to a Minor</td>
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<tr>
<td>Child Abandonment</td>
<td>Kidnapping (1st, 2nd Degree)</td>
<td>Sexual Exploitation of a Minor</td>
<td></td>
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<tr>
<td>Child Abuse or Neglect (Definitions)</td>
<td>Malicious Harassment</td>
<td>Sexual Misconduct with a Minor</td>
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<tr>
<td>Child Buying or Selling</td>
<td>Manslaughter (1st, 2nd Degree)</td>
<td>Theft (1st, 2nd, 3rd Degree)</td>
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<td>Child Molestation (1st, 2nd, 3rd Degree)</td>
<td>Murder (Aggravated)</td>
<td>Unlawful Imprisonment</td>
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<td>Communication with a Minor</td>
<td>Murder (1st, 2nd Degree)</td>
<td>Vehicular Homicide</td>
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<tr>
<td>Criminal</td>
<td>Patronizing a</td>
<td>Violation of Child</td>
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<tr>
<td>Abandonment</td>
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<td>Juvenile Prostitute</td>
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<td>Abuse Restraining Order</td>
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<tr>
<td>Criminal Mistreatment (1st, 2nd Degree)</td>
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<td>Promoting Pornography</td>
<td></td>
<td>Any of These Crimes That May Have Been Renamed</td>
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</table>

**Section II: RELATED PROCEEDINGS**

Check the appropriate box below:

<table>
<thead>
<tr>
<th>Statement</th>
<th>No</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Have you ever been found in a dependency action, domestic relations proceeding, disciplinary board hearing, or protection proceeding to have: sexually assaulted or exploited, sexually or physically abused a minor or developmentally disabled person OR to have financially exploited or abused a vulnerable adult?</td>
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<tr>
<td>If YES, please provide detailed information in Section VI.</td>
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</table>

**Section III: DRUG RELATED CRIMES**

Check the appropriate box below:

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<thead>
<tr>
<th>Statement</th>
<th>No</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Have you ever been convicted of a crime related to the manufacture of, delivery, or possession with intent to manufacture or deliver a controlled substance?</td>
<td></td>
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<tr>
<td>If YES, please provide detailed information in Section VI.</td>
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</table>
Section IV: MEDICARE FRAUD-RELATED CRIMES

Check the appropriate box below:

<table>
<thead>
<tr>
<th>Statement</th>
<th>No</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Have you been debarred, excluded or otherwise ineligible for participation in federal health care programs?</td>
<td></td>
<td></td>
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<tr>
<td>If YES, please provide detailed information in Section VI.</td>
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</table>

Section V: HEALTH CARE LICENSURE

Check the appropriate box below:

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<thead>
<tr>
<th>Statement</th>
<th>No</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Have you ever had your license as a health care practitioner revoked?</td>
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<tr>
<td>If YES, please provide detailed information in Section VI.</td>
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</table>

Section VI: FOR ALL ITEMS CHECKED IN SECTIONS I – V, PLEASE SPECIFY:

Enter the information below: Please use other side of page, if necessary.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
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<tbody>
<tr>
<td>Specific details including the court or agency involved</td>
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</tr>
<tr>
<td>Conviction or action date(s)</td>
<td></td>
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<tr>
<td>Sentence(s) or penalty(ies) imposed</td>
<td></td>
</tr>
<tr>
<td>Prison release date(s)</td>
<td></td>
</tr>
<tr>
<td>Current standing (e.g. parole, work release, suspended license, etc.)</td>
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</tbody>
</table>
GENERAL CONVICTION INFORMATION

Check the appropriate box below:

<table>
<thead>
<tr>
<th>Statement</th>
<th>No</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Aside from those crimes listed above, within the past 10 years, have you ever been convicted of or released from prison for any crimes, excluding parking tickets/traffic citations?</td>
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<td></td>
</tr>
</tbody>
</table>

If **YES**, please indicate all conviction dates, prison release date(s) and the nature of the offense(s). Please use other side of page if necessary.

Read the information below:

Under penalty of perjury, I certify that the above information is true, correct and complete. I understand that I am obligated to notify the program within 30 days, in writing, of if I am convicted of any crime or if any of the specified court or administrative determinations are made against me during the application period and/or while enrolled as a student. I understand that any misrepresentation or omission in the above-stated information may lead to denial of admission or dismissal. I understand and agree that the Green River College Health Sciences may verify this information through a private national background records verification agency. I also understand and agree that admission and continuation is conditioned on the Program’s receipt of a satisfactory background check report from the agency.

**Authorization for Repeat Background Checks and Dissemination of Results:**
I agree to initiate, pay for and provide the Green River College with repeat background check every year from the date of my admission to the Program. I authorize dissemination of my self-disclosure information, background check results, and conviction records to clinical training sites as deemed necessary by the Program during the completion of my academic program. I understand that the program will provide the records listed above only with the condition that the receiving party or parties will be notified by the Program that they may not disclose the information to other parties, in a personally-identifiable form, without my further consent, unless the other parties are otherwise eligible under federal or state law to receive the records. I further understand that any statements that I have placed in my records commenting on consented information contained in the records listed above will be released along with the records to which they relate.

Student signature ____________________________________________________________

Date__________________________
Appendix D – Health Science Programs – FERPA Release

The college as well as your program complies with the Family Educational Rights Privacy Act or FERPA in protecting the privacy of the students it serves. In your program there are some instances whereby it is important to access and share certain information. The Program therefore requests that the students sign a waiver allowing certain information to be shared. Some examples of shared information are immunization/health records and background checks for patient care/clinical experience, written assignments utilized for teaching, students grading other student’s work, student’s progress in support courses that needs to be shared with the program director coordinator, and/or information that needs to be released in order for students to take the certification exams.

I give the program my permission to:

<table>
<thead>
<tr>
<th>Initial each box below</th>
<th>Statements Requiring Your Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Release records, including health and immunization history, drug screening, and background checks as necessary for participation in patient care/clinical experience</td>
</tr>
<tr>
<td></td>
<td>Send my transcript to any governmental agency, or perspective employer.</td>
</tr>
<tr>
<td></td>
<td>Provide prospective employers an employment recommendation.</td>
</tr>
<tr>
<td></td>
<td>Provide professional associations information as necessary for participation.</td>
</tr>
</tbody>
</table>

FERPA Release Statements

I understand that my records are protected under federal and state confidentiality regulations and cannot be disclosed without my written consent. I also understand that by signing this form, I am releasing the faculty and Green River College from any and all liability, damages, or expenses for providing the information requested.

If, at a later date, you no longer want to permission for any of the above, send a written notification to:
Director of Nursing
Green River College
12401 SE 320th Street
Auburn, WA 98092

Printed Student
Name:__________________________________________________________

Student’s Signature:______________________________________________

Date:___________________ Witnessed by / Date____________________________
(This page intentionally left blank)
Appendix E – Nursing Programs – Hold Harmless – Personal Responsibility of Healthcare Costs

**POLICY:** Green River College encourages each student participating in a clinical/lab education program to acquire comprehensive health and accident insurance that will provide continuous coverage of such student during his or her participation in the education program. Students are informed they are responsible for their own health needs, healthcare costs and follow-up care, including but not limited to health issues or incidents occurring during or at classroom lab sites. ______ (Initials)

Please check the appropriate box below:

☐ Attached is a copy (both front and back) of my current health insurance card. I will supply the Health Sciences Clinical Program Specialist with a current health insurance card should my insurance change.

☐ I currently do not have any healthcare insurance. I am aware that I am responsible for any healthcare expenses that may occur during my enrollment in the program.

Emergency first aid for on-the-job injuries that may occur to students during fieldwork experiences shall be provided by the affiliating agency, **however the student will assume financial responsibility for emergency care expenses incurred** and agree to hold Green River College harmless. ______ (Initials)

By signing below, I understand the above statements and accept responsibility thereof:

Printed Student’s Name______________________________________________________________

Student’s Signature __________________________________________________________________

Date Signed ________________________________________________________________________

Witnessed by/Date__________________________________________________________________ Date ____________
(This page intentionally left blank)
Appendix F - Photography / Video Release Form

I, the undersigned, for purposes of chapter 63.60 RCW and all other applicable laws, hereby consent to each and every use by Green River College, and all of its officers, employees, and agents, of each photograph, video and audio recording and any other likeness of me. Such uses may include, but are not limited to, every use in a classroom presentation, program, catalogue, schedule, newspaper, web site, brochure, advertisement, or other publication or recording that describes, portrays, publicizes or advertises the college or any college operation and every reproduction, republication, or other reuse of the same. I also hereby waive any right to compensation for such uses, and any right to inspect or approve the uses beforehand.

I further consent to the reproduction and/or authorization by Green River College to reproduce and use said photographs and recordings of my voice, for use in all domestic and foreign markets. Further, I understand that others, with or without the consent of Green River College may use and/or reproduce such photographs and recordings.

I hereby release Green River College, its legal representatives and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composition form, whether intentional or otherwise, that may occur or be produced in taking of said picture and/or video and audio recording, or in any subsequent processing thereof, as well as any publication or other uses thereof.

Print name ______________________________________________________

Signature ______________________________________________________

Date ___________________________________________________________

If model is under the age of 18: I, ______________________________________ am the parent/legal guardian of the individual named above. I have read this release and approve of it’s terms.

Guardian: Print name _________________________________________________

Guardian: Signature ____________________________________________________

Guardian: Date __________________________________________________________
(This page intentionally left blank)
Appendix G – Lost Nursing Program Mailbox Key

I understand that a mailbox and key was assigned to me at the beginning of the Fall Quarter for use while enrolled in the Nursing Program. The confidential mail box has been utilized by instructors to return exams and assignments, and for correspondence with students.

I understand that, upon departing the Nursing Program, I must return your key to the Nursing Program or my transcripts will be held until either the key is received or lost key payment is made. The fee to replace a lost key is $5.00.

Payment of $5.00 will need to be paid to the College.

Your signature below signifies that you are aware of the $5.00 lost key charge.

Printed Student’s Name _________________________________________________________

Student’s Signature ____________________________________________________________

Date Signed ___________________________________________________________________
Appendix H – Doctor’s Clearance And/Or Release Following Illness or Injury

________________________________ (print name) is a student enrolled in the __________________
Program at Green River College. The student has notified the faculty that he/she has/is:
_____________________________________.

This program includes direct client contact in a number of clinical/lab settings. The program has a standard of physical requirements students must meet to participate in the program. Any student with a visible injury or illness involving potential infectious disease will be required to furnish medical clearance.

Students who are pregnant must submit a letter from their physician stating any restrictions on their activities and the estimated date of delivery.

Letters from physicians regarding student illness, injury, or pregnancy must include specific limitations or restrictions as well as a statement defining clinical activities allowed. Any exclusion must be followed up by a written release from the student’s physician before returning to the clinical facility.

In all cases, students must be able to meet the objectives of the course when being permitted to remain in the clinical setting.

As a result of this program requirement; Green River College requires a release from his/her physician/medical provider stating the student meets the essential functions/physical requirements of the program, without restrictions prior to returning to the clinical setting.
Please see the specific essential functions/physical requirements PN Essential Functions

Physician print name: ________________________________

Physician signature: ________________________________

Date: _____________________________________________
## Appendix I - GRC Nursing Program Learning Contract

<table>
<thead>
<tr>
<th>Student: __________________________</th>
<th>Quarter: __________________________</th>
<th>Course: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objectives</strong></td>
<td><strong>Strategies and Resources</strong></td>
<td><strong>Time Frame</strong></td>
</tr>
<tr>
<td>(To be filled out by student)</td>
<td></td>
<td><strong>Evidence</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Verification/ Evidence from Faculty</strong></td>
</tr>
</tbody>
</table>

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**Learning Contract 1**

Signatures below confirms approval of the above contract

Student: ____________________________________________________________  Date: ________________

________________________
Director of Nursing / Date

________________________
Nursing Faculty / Date
Appendix J – Phlebotomy Program – Assumption of Risk & Consent to Procedures

**General Information:**
During this course you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training. As a part of these learning activities you will be asked to perform specific skills as well as be the subject of specific skills practiced by students. These learning activities will be conducted under the supervision of the course instructor.

**Benefits:**
The activities listed have been selected because they are skills essential to the learning process and the faculty believe that realistic practice is essential for optimum learning.

**Bloodborne Pathogen Exposure**
It is important that you be aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to bloodborne pathogens, the student must agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Bloodborne Pathogen Standard.

**Risks/Discomforts**
Participation may create some anxiety or embarrassment for you. Some procedures may create minor physical or psychological discomfort. Specific risks are listed below.

**Your Rights**
You have the right to withhold consent and to withdraw consent after it has been given. You may ask questions and expect explanation of any point that is unclear.

See Table below:
<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Specific Benefit</th>
<th>Risks/Discomfort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venipuncture using both evacuated tube system (ETS)</td>
<td>Student gains experience needed prior to performing</td>
<td>Possibility of hematoma or bruising;</td>
</tr>
<tr>
<td>and syringe system</td>
<td>procedures on actual patients</td>
<td>slight, temporary pain with procedure;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>slight risk of temporary nerve</td>
</tr>
<tr>
<td></td>
<td></td>
<td>inflammation</td>
</tr>
<tr>
<td>Finger puncture</td>
<td>Same as above</td>
<td>Slight, temporary pain upon puncture;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>minimal possibility of infection (provided area is kept clean)</td>
</tr>
</tbody>
</table>

I have read the above Human Subjects Document. I acknowledge my understanding of the risks and benefits described. My questions have been answered. I agree to participate as a subject in the learning activities listed above.

_______________________________________________________ / _____________________
Signature of Student / Date

(or parent or guardian if student is under 18 years of age)

Printed Student Name and Address:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
<table>
<thead>
<tr>
<th>Subject ID - Venipuncture</th>
<th>Procedure</th>
<th>Date</th>
<th>Initials</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>14.</td>
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<td>15.</td>
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<td>16.</td>
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</tbody>
</table>

Venipuncture Subject ID 1
## HUMAN SUBJECTS LOG – PART 2

Name__________________________

<table>
<thead>
<tr>
<th>Subject ID – Finger Puncture</th>
<th>Procedure</th>
<th>Date</th>
<th>Initials</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>10.</td>
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</tbody>
</table>

Finger Puncture Subject ID 1
HUMAN SUBJECT LOG – PART 3

Name________________________

<table>
<thead>
<tr>
<th>Subject ID – Other Skills</th>
<th>Procedure</th>
<th>Date</th>
<th>Initials</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>10.</td>
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</tbody>
</table>

Other Skills Subject ID 1
Appendix L – Phlebotomy Program – Phlebotomy Laboratory Student Evaluation

Student Name________________________________ Date________________

<table>
<thead>
<tr>
<th>Skill Component</th>
<th>Technical:</th>
<th>Meets Standards (10 pts)</th>
<th>Improvement Opportunity (5 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accuracy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Thoroughness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Adeptness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Knowledge:

<table>
<thead>
<tr>
<th>Skill Component</th>
<th>Technical:</th>
<th>Meets Standards (10 pts)</th>
<th>Improvement Opportunity (5 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Learning</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Professionalism:

<table>
<thead>
<tr>
<th>Skill Component</th>
<th>Technical:</th>
<th>Meets Standards (10 pts)</th>
<th>Improvement Opportunity (5 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Judgment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Team Worker</td>
<td></td>
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</tr>
</tbody>
</table>

Phleb Lab Student Evaluation 1

Instructor_________________________ TOTAL SCORE_________
(This page left blank intentionally)
Appendix M – Phlebotomy Skills Checklist

Name _______________________________________________________

<table>
<thead>
<tr>
<th>Skills</th>
<th>Date</th>
<th>Instructor Initials</th>
<th>Comments/Results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction &amp; ID</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glove Removal &amp; Hand Wash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Selection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specimen Labeling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artificial Arm Venipuncture</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Artificial Arm Syringe Procedure</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Artificial Arm Butterfly Procedure</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>CAPILLARY PUNCTURE PROCEDURES</strong></td>
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<tr>
<td>EDTA Microtainer</td>
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<tr>
<td>Heparin Microtainer</td>
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<td></td>
<td></td>
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<tr>
<td>Red/SST or Amber Microtainer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PKU simulation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VENIPUNCTURE PROCEDURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuated Tube Method (arm)</td>
<td></td>
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<tr>
<td>Evacuated Tube &amp; Butterfly (arm)</td>
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<td></td>
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<tr>
<td>Evacuated Tube &amp; Butterfly (hand)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Needle &amp; Syringe (arm)</td>
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<tr>
<td>Butterfly &amp; Syringe (hand)</td>
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</tbody>
</table>

Phleb Skills Checklist - Part 1
<table>
<thead>
<tr>
<th>Skills</th>
<th>Date</th>
<th>Instructor Initials</th>
<th>Comments/Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIAL VENIPUNC. PROCEDURES</td>
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<td></td>
</tr>
<tr>
<td>Blood Bank ID &amp; Labeling</td>
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<td></td>
</tr>
<tr>
<td>Blood Cultures (Syringe)</td>
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<td></td>
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<tr>
<td>Buccal Collection</td>
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<tr>
<td>Glucose Tolerance Test Simulation</td>
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<td>Urine Drug Screen Collection</td>
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<td>POCT</td>
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<tr>
<td>Capillary Glucose</td>
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<tr>
<td>HCT Collection &amp; Reading</td>
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<tr>
<td>Hemoccult/Fit testing</td>
<td></td>
<td></td>
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<tr>
<td>Pregnancy Testing</td>
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<tr>
<td>Urine Testing (i.e dipstick)</td>
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<tr>
<td>URINE SPECIMEN COLLECTION</td>
<td></td>
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<tr>
<td>Clean Catch Collection Instruction</td>
<td></td>
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<td>24 Hr Collection Instruction</td>
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<tr>
<td>Specimen Labeling</td>
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<td></td>
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<tr>
<td>MISCELLANEOUS SKILLS</td>
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<tr>
<td>ABG Simulation</td>
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<tr>
<td>PPD Simulation</td>
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<tr>
<td>Throat Culture Collection</td>
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<tr>
<td>SPECIMEN PROCESSING</td>
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<td></td>
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<tr>
<td>Accessioning &amp; Paperwork</td>
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<tr>
<td>Handling &amp; Processing</td>
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<td></td>
<td></td>
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<tr>
<td>Phleb Skills Checklist - Part 2</td>
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</tbody>
</table>
Green River College has made reasonable efforts to provide information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of such changes. Nothing herein shall be construed to create any offer to contract or contractual rights.